

REQUEST FOR VOUCHER APPROVAL

Submit this to: OCCInvoice@texasattorneygeneral.gov

AGENCY/UNIVERSITY _____

OUTSIDE COUNSEL (Law Firm) _____

OAG Contract No. _____ Contract Term _____

Contract Cap Amount _____

AMOUNTS REQUESTED

Date Agency Received Correct and Complete Invoice _____

Invoice Number(s) _____

Billing Period of Services _____

How much, if any, will be paid with funds not appropriated to the agency from the General Appropriations Act? _____

Legal Fees (per timekeeper). Attach an extra page if more than 6 timekeepers are reported.

Initials of Timekeeper & Job Title	Hours Worked	Hourly Rate	Total Dollars-Per Timekeeper
1.			
2.			
3.			
4.			
5.			
6.			
TOTAL AMOUNT of all LEGAL FEES	n/a	n/a	

OR – If Legal Fees Are Set By A Fixed Fee.

Type of Project/Matter	Number of Project/Matter	Total Dollars – Per Project/Matter
1.		
2.		

TOTAL AMOUNT of all EXPENSES _____

TOTAL AMOUNT (All Legal Fees and Expenses) Requested _____

EXCLUDING THIS VOUCHER APPROVAL, TOTAL AMOUNT of all Legal Fees and Expenses, PAID TO DATE (All Legal Fees and Expenses) _____

AGENCY VERIFICATION -The Chief Administrative Officer of the Agency or Designee hereby certifies that:

- (1) The legal services contained in the Invoice were performed and were reasonable and either necessary or advisable;
- (2) The legal services contained in the Invoice were performed within the term and scope of services of the Outside Counsel Contract;
- (3) The legal billing rates are the same as those set in the Outside Counsel Contract;
- (4) Any expense that requires the Agency’s pre-approval was in fact pre-approved; and
- (5) The total amount of the Invoice, along with all prior payments made to Outside Counsel under the Outside Counsel Contract do not exceed the maximum liability amount as set in the Outside Counsel Contract.

Name & Title _____

Date _____ Email Address _____

OAG INTERNAL USE ONLY

Approval to Pay: _____ Initials: _____

Comments: _____