

**REQUEST FOR VOUCHER APPROVAL**Submit this to: [OCCInvoice@oag.texas.gov](mailto:OCCInvoice@oag.texas.gov)

AGENCY/UNIVERSITY \_\_\_\_\_

OUTSIDE COUNSEL (Law Firm) \_\_\_\_\_

Contract Cap \_\_\_\_\_ Contract Term \_\_\_\_\_

OAG Contract No. \_\_\_\_\_

**AMOUNTS REQUESTED**

Date Agency/University Received Correct and Complete Invoice(s) \_\_\_\_\_

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 (4) timekeepers are reported.**

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

**If Legal Fees Are Set By A Fixed Fee.**

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

<b>TOTAL AMOUNT of all EXPENSES (Requested by Outside Counsel)</b>		
<b>TOTAL AMOUNT (All Legal Fees and Expenses) Requested</b>		
Other Expenses Incurred by Agency		Other Fees and Expenses Paid to Outside Counsel by 3 <sup>rd</sup> Party
<b>EXCLUDING THIS VOUCHER REQUEST, TOTAL AMOUNT of all Legal Fees and Expenses, PAID TO DATE (All Legal Fees and Expenses)</b>		

**AGENCY VERIFICATION -The Agency's Office of General Counsel 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 &amp; Title \_\_\_\_\_ Date \_\_\_\_\_

Email Address \_\_\_\_\_

**OAG INTERNAL USE ONLY – Approval to Pay:** \_\_\_\_\_ **Initials:** \_\_\_\_\_  
**Comments:**