

OUTSIDE COUNSEL INVOICE SUBMISSION

INVOICE SUBMISSION CHECK-LIST • OUTSIDE COUNSEL VERIFICATION • AGENCY VERIFICATION

THE TEXAS A&M UNIVERSITY SYSTEM

- ▶ A CORRECT & COMPLETE INVOICE SUBMISSION MUST INCLUDE, AT A MINIMUM, THE FOLLOWING INFORMATION
- ▶ PLEASE INITIAL NEXT TO EACH INVOICE REQUIREMENT LISTED BELOW INDICATING THAT YOU HAVE CAREFULLY REVIEWED, ACKNOWLEDGED AND COMPLETED EACH REQUIREMENT FOR ALL INVOICES INCLUDING IN THIS SUBMISSION

- ___ Print, complete, sign and submit this form along with your monthly invoice submission; only one form is required for each submission and shall apply to all invoicing including in your submission; submit invoices electronically, along with all required documentation to: occ@tamus.edu
- ___ Each invoice includes outside counsel contract number (ex. OCC2019-710-1007); invoice number and date; and names of project, matter and/or client
- ___ Copies of actual, itemized receipts, as proof of payment for all expenses incurred are provided and located behind invoice, in same order as listed on invoice; required documentation for mileage/travel costs are also provided
- ___ All time entries include date and brief description of services provided, timekeeper initials, billable time, hourly rate, and total amount billed; the required invoice summary is provided on each invoice and includes initials, names, classifications, hourly rates (which corresponds to classifications & hourly rates in OCC) and total billable times and amounts for all timekeepers
- ___ Invoice(s) may only contain services/expenses for a one calendar month period; be prepared individually per matter/project; and submitted together monthly within one calendar month from the end of the relevant billing period covered by the invoice submission; any/all invoices submitted from a previous billing period that has already been approved, will automatically be rejected and not approved for payment

OUTSIDE COUNSEL ATTORNEY VERIFICATION TO AGENCY (OGC)

I confirm that all invoices included within this submission are correct and complete to the best of my knowledge and that the legal services being billed for were performed, reasonable, necessary and/or advisable; were within the term and scope of services of the Outside Counsel Contract (OCC); that the legal billing rates are the same as those set in the OCC and any expense that required the Agency's pre-approval was in fact pre-approved; and the total amount of the Invoice, along with all prior payments made to Outside Counsel under the OCC, **DO NOT EXCEED** the maximum liability amount set in the Outside Counsel Contract.

Signature of Lead Counsel

Date

THE BELOW SECTION TO BE COMPLETED BY AGENCY, OFFICE OF GENERAL COUNSEL (OGC):

AGENCY (OGC) VERIFICATION TO OAG

Agency confirms the agency-approved amounts to be paid to outside counsel for legal services and expenses are allowed under the contract and the amount of any expenses allowed under the contract which were paid for directly by the agency or any party other than outside counsel.

Signature of Agency Representative

Date