



TEXAS REGIONAL COLLABORATIVES
For Excellence in Science and Mathematics Teaching

College of Education
Center for Science and Mathematics Education



HOME

THE UNIVERSITY OF TEXAS AT AUSTIN

Invoicing & Budget Amendments 101

- ★ To access the new TRC Science invoice template go to <http://www.thetrc.org/trc/>
- ★ Click on the COLLABORATIVES tab
- ★ Click on Science PD corner
- ★ Click on Forms & Materials
- ★ Scroll down till you see the header Science Invoice
- ★ Click on Science Invoice to open a blank template

DELETE this Row before printing this invoice on your Institution's letterhead...

Remit Payment To: ENTER YOUR PAYMENT REMIT TO ADDRESS AND BUSINESS OFFICE PHONE NUMBER HERE... THANK YOU!!!	Vendor: The University of Texas at Austin Center for Science & Mathematics Texas Regional Collaboratives Attention: Ginger Gibson 1 University Station D5500 Austin, Texas 78712-0377	Date
		Reference # UTA09-000

SCIENCE INVOICE

Is this a final invoice?	no		
Grant Period	5/1/09	to	7/31/10
Billing Period		to	

Budget Item	Approved Budget	Current Expenditures	Cumulative Expenditures	Remaining Balances
1 Payroll Cost (salary + fringe)				\$ -
2 Consultants/purchased services				\$ -
3 Administrative Travel ITTMs and project staff				\$ -
4 Office supplies and materials				\$ -
<i>Participant Costs</i>				
5a Institute Expenses (materials, room rentals, etc)				\$ -
5b Teacher Materials (equipment, binders, cds, etc)				\$ -
5c Travel & Per Diem (to attend institutes)				\$ -
5d Substitute Pay				\$ -
5e Tuition				\$ -
5f Registration (i.e. conferences)				\$ -
5g Stipends				\$ -
5 TOTAL Participant Costs	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -
6 Indirect Costs (IDC)				
GRAND TOTAL	\$ -	\$ -	\$ -	\$ -

Project Director's Signature

Business Office Signature

THIS FORM MUST BE COMPLETED FOR ALL PAYMENT REQUESTS

This form is to be used as your invoice cover sheet

It must be printed on letterhead and requires both signatures to be valid

If you have questions, please contact Ginger Gibson at ggibson@mail.utexas.edu

Budget Amendments

- ★ On the Science Project Directors Corner
- ★ Click on Forms & Materials tab
- ★ Scroll down to Science Budget amendment form



SCIENCE



Budget Amendment Form

Please complete the YELLOW shaded area and submit to ggibson@mail.utexas.edu for approval.

Collaborative Site:

Contract Number: UTA09-

TRC
Approval

TRC
Approval

TRC
Approval

TRC
Approval

Date: 05/01/09

Budget Item	Approved Budget	Amendment Request #1	Adjusted Budget	Amendment Request #2	Adjusted Budget	Amendment Request #3	Adjusted Budget	Amendment Request #4	Adjusted Budget
1 Payroll Cost (salary + fringe)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 Consultants/purchased services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3 Administrative Travel (ITMs and project staff)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4 Office supplies and materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Participant Costs</i>									
5a Institute Expenses (materials, room rentals, etc)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5b Teacher Materials (equipment, binders, cds, etc)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5c Travel & Per Diem (to attend institutes)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5d Substitute Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5e Tuition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5f Registration (i.e. conferences)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5g Stipends	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5 TOTAL Participant Costs	\$0		\$0		\$0		\$0		\$0
Subtotal	\$0		\$0		\$0		\$0		\$0
Local IDC rate (max 8%)	0.0000%		0.0000%		0.0000%		0.0000%		0.0000%
6 Indirect Costs (IDC)	\$0		\$0		\$0		\$0		\$0
GRAND TOTAL	\$0		\$0		\$0		\$0		\$0

Justification for Current Amendment Request (please limit to space allotted)

★ Once again you can access these forms on our Science Project Directors corner webpage.

★ <http://thetrc.org/web/sciencedirectorcorner.html>

★ Contact:

★ Ginger Gibson 512-471-9434 or
ggibson@austin.utexas.edu