# Vocational Rehabilitation Standards for Providers Manual Chapter 3: Basic Standards

Revised 07/01/24

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## 3.2 Basic Standards - All Contract Types

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#### 3.2.12.4 Invoice Requirements

To ensure compliance with Texas Comptroller requirements, do not include the customer’s name, initials, Social Security Number, date of birth, or any other sensitive, confidential, or personally identifiable information as any part of the invoice number. Invoices containing this information will be rejected and returned to the provider for correction.

At a minimum, invoices must include the following as required by the [34 Texas Administrative Code § 20.487](https://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=34&pt=1&ch=20&rl=487):

* The vendor's complete name and remittance address including city, state, and ZIP code;
* The vendor's 14-digit Texas identification number (TIN) issued by the comptroller;
* The vendor's contact name and telephone number, email address, or fax number;
* The SA number;
* The VR office's name and address, or delivery address, as applicable;
* The contract number;
* A description of the goods or services provided, including the dates of service;
* The quantity and unit cost being billed, as documented on the current SA;
* Other relevant information, such as Case ID, supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary; and
* Any other information required by applicable state and federal laws, rules, and regulations governing the provision of services under the contract and the policies and standards.

For examples of invoices that include all required elements, refer to the invoice templates posted on [UNT WISE Invoice Examples | Workplace Inclusion & Sustainable Employment (unt.edu)](https://wise.unt.edu/content/invoice-examples).

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