# Vocational Rehabilitation Services Manual D-200: Purchasing Goods and Services

Revised June 1, 2019

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## D-208: Invoices

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### D-208-2: Elements of an Invoice

Vendor invoices must include, at a minimum:

* the vendor's complete name and remittance address including city, state, and ZIP code;
* the vendor's 14-digit Texas vendor identification number;
* the vendor's telephone number, email address, or fax number;
* the SA number;
* the name and address of the VR office, or the delivery address, as applicable;
* the contract number;
* a description of the goods or services provided, including the dates of service (Note: The RHW SA description and the description on the vendor’s invoice do not need to be identical, but the two u be clearly relatable and functionally equivalent);
* the quantity and unit cost being billed, as documented on the current SA;
* other relevant information 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 relevant policies and standards.

For outcome-based services, such as job placement and supported employment, the date of service is the date that the customer achieved the benchmark.