



Instructions for PREAS Invoice Template

1. **Date:** Enter today's date
2. **Invoice Number:** Enter *your* invoice number, must be:
 - a. 12 characters of alpha/numeric
 - b. unique number, no repeat numbers can be accepted
3. **Appraiser's Name:** Enter the Appraiser's name
4. **Name of TxDOT Personnel:** Enter the name of the TxDOT RWPD employee who you are submitting this invoice to
5. **Appraiser's Address:** Enter the Appraiser's address (include street, city, state, and zip code)
6. **Address of TxDOT Personnel:** Enter the TxDOT RWPD employee address (include street, city, state, and zip code)
7. **Address Changes:** Check the box if the address listed is new; otherwise leave blank
8. **TxDOT Phone Number:** Enter the TxDOT RWPD employee phone number
9. **PREAS Contract Year:** Use drop down list to select 2013 or 2015 PREAS Contract
10. **Work Authorization Number:** Enter your work authorization number from page one of the work authorization (example: 55-399P7499 or 0000009999)
11. **PREAS Contract Number:** Enter your PREAS Contract Number (example: for 2013 it is 55-3XXP7499 or for 2015 it is 55-5XXP7499)
12. **Work Authorization Execution Date:** Enter the date that your WA was executed by TxDOT employee in order for you to start work (typically on page 2 or 3; it is the date under "Authorized by the State" on the WA)
13. **Contract Execution Date:** Enter the date John Campbell, ROW Division Director, executed your 2013 or 2015 PREAS Contract
14. **Work Authorization Expiration Date:** Enter the date that your WA expires (found on page 1, No. 7 of the WA)
15. **Contract Expiration Date:** Enter the date that your 2013 or 2015 PREAS Contract expires (2 years after execution date)
16. **WA Authorized (Executed) By:** Enter the name of the TxDOT employee who signed your WA. (They are the ones who are "Authorized by the State" to sign the WA)
17. **WA Contact Personnel:** Enter the name of the TxDOT employee who is listed as TxDOT Contact on page 1, No. 5 of the WA
18. **District:** Use the drop down list to choose a district
19. **ROW CSJ:** Enter the ROW CSJ of the parcel being invoiced
20. **County Name:** Use the drop down list to choose a county

- 21. Construction CSJ:** Enter the Construction CSJ number of the parcel being invoiced
- 22. Highway:** Enter the highway designation and number for the parcel being invoiced
- 23. Federal Project No.:** Enter the federal project number for the parcel being invoiced, if applicable
- 24. Parcel:** Enter the number of the parcel that is being invoiced
- 25. Category of Appraisal Assignment:** Use the drop down list to choose the *Category of Appraisal Assignment* (this should match what is in the WA)
- 26. Specific Assignment:** Use the drop down list to choose the *Specific Assignment* (this should match what is in the WA)
- 27. Type of Appraisal (initial, 2nd appraisal, update, or date of take):** Use the drop down list to choose the *Type of Appraisal* (this should match what is in the WA)
- 28. Complexity of Appraisal Assignment:** Use the drop down list to choose the *Complexity of Appraisal Assignment* (must match WA)
- 29. Date this Work was Completed:** Enter the date that the work on *this* parcel was finished
- 30. Fee Amount:** Enter the amount of your fee for the finished work on the parcel being invoiced (must match WA, or be less than the amount on the WA). For complexity level 7, enter Hours x Rate and the total in this box (for example: 20 hours x \$150 per hour = \$3,000.00).
- 31. H-3 Included:** Check the box if you have included the H-3 form; The H-3 form is not optional and *MUST* be included with all invoice submissions
- 32. H-4 Included, if applicable:** Check the box if you have included the H-4 form. The H-4 form is only applicable if this is the last/final invoice being submitted for this WA
- 33. Appraiser Acknowledgement:** Appraiser signature and date signed are required
- 34. For TxDOT Use Only:** Leave Blank (TxDOT RWPD staff will complete this section)