

**BILLING INSTRUCTIONS FOR CONTRACT POLYGRAPH SPECIFIC  
TREATMENT PROVIDERS  
IN THE EASTERN DISTRICT OF TEXAS**

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**INVOICE**

1. Invoice Part A - This is the top page of the invoice, the page that contains the name of the contract agency, the contract number, and a summary by project code of the services delivered.
  - Make sure that an authorized administrator signs the Contractor Certification. The invoice cannot be processed unless it bears an original signature.
  - One Part A should be submitted with the billing each month.
  
2. Invoice Part B - This is the second part of the invoice and can be several pages long, depending on the number of clients receiving services during a month. Part B contains treatment information for each client who has an active Contract Services Treatment Plan (Probation Form 45) on file at your agency. Your clients should be listed in **alphabetical order** on Part B.
  - The offender's PACTS # should be listed beside the offender's name on this portion of the invoice. (The PACTS # is printed at the top of the Contract Services Treatment Plan.)
  - You will have one Part B for Federal Offenders. The total units (by project code) of the Part B will be added together and reflected on Part A.
  - The Part B should be submitted with the billing each month.

**VERIFICATION DOCUMENTS  
POLYGRAPH SPECIFIC TREATMENT PROVIDERS**

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Polygraph Specific Treatment Providers -- Verification Documents to be Submitted With the Invoice:

- Monthly Treatment Reports
  - Daily Treatment Log
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\* 1. Monthly Treatment Report - A Monthly Treatment Report should be prepared for each client for which your agency has an active Contract Services Treatment Plan. (This means even if a client did not show up for services, a Monthly Treatment Report should be submitted indicating that the client did not keep his/her appointments.)

- Scan and email the Monthly Treatment Report with your billing.
- Retain the Monthly Treatment Report for your files.
- Please make sure that the name of the U.S. Probation Officer is entered on the Monthly Treatment Report.

\* 2. Daily Treatment Log - A Daily Treatment Log should be kept for each client who is receiving services billed.

- Scan and email the Daily Treatment Log with the billing each month.
- Retain the Daily Treatment Log in the client's file.
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\* Please arrange the Daily Treatment Logs and the Monthly Treatment Reports in the same order they are listed on Part B of the invoice, which should be **alphabetical order**.

**IMPORTANT:**

Do not bill for evaluations or reports that have not been received by the U.S. Probation Office. These charges are verified and cannot be paid until the officer and Leia Holcomb receives the evaluation/report.

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ADDITIONAL INSTRUCTIONS:

1. **The invoice should be received by the U.S. Probation Office by the 10th of each month.**
2. Invoices and questions regarding billing should be directed to the following location:

Leia Holcomb  
Financial Specialist  
Phone: (936) 630-3127  
Email: [leia\\_holcomb@txep.uscourts.gov](mailto:leia_holcomb@txep.uscourts.gov)