

**ATTACHMENT B  
BUDGET**

**I. INVOICING**

Terrell Independent School District shall invoice Terrell State Hospital for two teacher salaries with an amount of \$150,000.00 per State Fiscal Year for educational services rendered to the patients of Terrell State Hospital in accordance with the requirements of Attachment B1, Terrell ISD 2024-2025 New Hire Guide for Teachers.

One-time payment of above-referenced amount for the notated school year term in the Contract and for any future years permitted by amendments when and if executed by both Parties.

Invoices shall be submitted to the following email address: [dshs.tshbusinessoffice@dshs.texas.gov](mailto:dshs.tshbusinessoffice@dshs.texas.gov)

It is recommended that the Terrell Independent School District use the following naming convention for the subject line of invoice submission emails: "Invoice Submission. [Legal Entity Name of Vendor]. Invoice [Number]. [Invoice Amount]. Purchase Order (PO) [Number] (if applicable). [Service Date or Month of Services]."

In addition, Contractor invoices must comply with the standards set forth in 34 Texas Administrative Code § 20.487.

If mailing the invoices, please send to:

**Terrell State Hospital**  
**Attention: Accounting**  
**P.O. Box 70**  
**Terrell, Texas 75160**  
**Mail Code: 5030**

Invoices must include the following information:

1. Service Date or month of service
2. Invoice Number
3. Invoice Amount
4. Legal Name of Entity
5. Contract Number
6. Due By Date

**II. PAYMENTS**

Terrell State Hospital shall pay for services rendered in accordance with the terms and conditions of the Contract.

Payment for Services rendered and invoiced shall be paid net 30 days in accordance with Texas Government Code Chapter 2251 and all payment guidelines established by Health and Human Services Commission (HHSC).