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Office of Sponsored Programs and Foundation Relations

**CHECKLIST FOR PROCESSING SUBRECIPIENT INVOICES**

*Established: August 2021*

*Next review: Fall 2023*

***Upon receipt of an invoice from a subrecipient, the PI/PD must complete the top section of this form and forward it to the Grant Coordinator for Sponsored Programs.***

**Name of Sponsor**: **Grant Award Number**:

**Name of subrecipient**:

**For completion by the PI/PD:**

|  |  |
| --- | --- |
| Do the expenses listed in the invoice accurately reflect the completion of tasks associated with the Scope of Work?  | [ ] Yes [ ] No |
| Is the subrecipient fulfilling its obligations related to the Scope of Work? | [ ] Yes [ ] No |
| Are the expenses allowable per subagreement and prime award?  | [ ] Yes [ ] No |
| Are expenses within the budget period(s) of agreement? | [ ] Yes [ ] No |

Name of PI/PD:

Signature of PI/PD:

Date:

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**For completion by the Grant Coordinator for Sponsored Programs:**

|  |  |
| --- | --- |
| Are expenses within the budget amount (and line items if necessary)? | [ ] Yes [ ] No |
| Are the indirect costs calculated correctly and at the agreed upon rate? | [ ] Yes [ ] No |
| Is the invoice certified by the PI?  | [ ] Yes [ ] No |
| Does the invoice have the appropriate institutional signature? | [ ] Yes [ ] No |

Name of Grant Coordinator:

Signature of Grant Coordiator:

Date:

***Once the form is fully completed, the Grant Coordinator will help the PI/PD complete a payment request form and forward all of the documents to the Senior Staff Accountant for processing.***