
Subagreement Invoicing Checklist

Subagreement #

Encumbrance #

Invoice Received

DEPARTMENT/SCHOOL

- ✓ Billing period within contract period of performance
- ✓ Invoice reflects accurate expenses based on subagreement budget
- ✓ Required back up documentation (if applicable) attached
- ✓ Cost-sharing statement (if applicable) attached
- ✓ Close Out Document

AUTHORIZATION:

print name

signature

date

PRINCIPAL INVESTIGATOR

- ✓ Required Technical Reports received
- ✓ I have monitored the activities of the Subrecipient that were funded by the Subagreement and I have reviewed all financial and programmatic reports (if any) that were submitted to me by the Subrecipient for this Subagreement. I certify that all of the Subrecipient's activities that were funded by the Subagreement were carried out for authorized purposes, as defined by the terms and conditions of the Subagreement. I further certify that the Subrecipient has carried out all work, as necessary at this state in the Subagreement timeframe, toward achieving the Subagreement's performance goals, as specified in the Subrecipient's statement of work. To the best of my knowledge, the costs included on the attached invoice are reasonable and appropriate for the work performed.

AUTHORIZATION:

print name

signature

date

OFFICE OF SPONSORED PROGRAMS

- ✓ Encumbrance balance Database/Banner reconciled
- ✓ Vendor Voucher complete with correct Encumbrance, Vendor and FOP info
- ✓ Current Subrecipient Monitoring/Compliance/IDC rate agreement
- ✓ Database/Xtender
- ✓ Mailed to PPS

AUTHORIZATION:

print name

signature

date