

## Sponsored Project Invoice Review Checklist

Subrecipient Name: \_\_\_\_\_ Invoice Number: \_\_\_\_\_

PI Name: \_\_\_\_\_ Invoice Date: \_\_\_\_\_

Authorized Account User, processing invoice, if not PI \_\_\_\_\_

MU Account Number \_\_\_\_\_ (14-digit string, keep in mind that the first \$25,000 of any subaward is to be paid from natural 6515 and the remainder from 6520).

Ask for back-up documentation on specific budget line items if something does not appear correct. If the answer to any of the questions below is "No", do not approve until all items are resolved.

Yes No

<input type="checkbox"/>	<input type="checkbox"/>	Processor has located the contract and has read the invoicing terms and this invoice is in accordance with those terms (i.e. monthly, quarterly, includes back up, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Is the invoice period clearly stated?
<input type="checkbox"/>	<input type="checkbox"/>	Does the invoice period fall within the period of performance?
<input type="checkbox"/>	<input type="checkbox"/>	Does the invoice only contain expenses that are allowable under the Code of Federal Regulations/agency guidelines/subaward terms applicable to your award?
<input type="checkbox"/>	<input type="checkbox"/>	Are the invoice expenses in agreement with the line-item budget in the subaward?
<input type="checkbox"/>	<input type="checkbox"/>	Are the expenses reasonable/expected?
<input type="checkbox"/>	<input type="checkbox"/>	Are the cumulative expenses within the overall approved contracted amount? (Ensure that subrecipients are not invoicing for amounts over the approved contract)
<input type="checkbox"/>	<input type="checkbox"/>	Are invoice numbers, periods and expenses unduplicated? Are invoice numbers continuous?
<input type="checkbox"/>	<input type="checkbox"/>	Is the F&A calculated correctly, based on the agreed upon rate? (Ensure the calculated F&A includes expenses that are subject to F&A)
<input type="checkbox"/>	<input type="checkbox"/>	Is the invoice total correct, i.e. do totals add correctly across and down?
<input type="checkbox"/>	<input type="checkbox"/>	Do the invoice cumulative-to-date figures total correctly?
<input type="checkbox"/>	<input type="checkbox"/>	Does the invoice contain a signed certification as to the appropriateness of the charges? Example: I certify that this request represents actual, allowable cost incurred during the invoice period and these costs are appropriate and in accordance with the executed agreement.
<input type="checkbox"/>	<input type="checkbox"/>	Is the required cost share reported on the invoice and documentation attached, if applicable?
<input type="checkbox"/>	<input type="checkbox"/>	If any backup documentation was required as a condition of the award, is it included?
<input type="checkbox"/>	<input type="checkbox"/>	If this is a final invoice, has it been marked as such by the subawardee?

In signing below, I approve payment of this invoice and attest that the charges appear reasonable in relation to progress to date and in accordance with the approved contracted statement of work.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

December 17, 2024