

Subrecipient Monitoring - Invoice Checklist

Subrecipient Name: _____ Subrecipient number: _____

PI Name: _____ Business Manager: _____

Invoice Number: _____ Invoice Date: _____ Date Invoice Processed: _____

Yes No

- Is the invoice submitted in accordance with the subaward terms and conditions?
- Is the invoice period clearly stated?
- Are the expenses incurred within the period of performance?
- Does the invoice only contain expenses that are allowable under OMB Uniform Guidance*/agency guidelines/subaward terms?
- Are the invoice expenses in agreement with the line item budget, per executed agreement?
- Are the cumulative expenses within the overall approved budget amount?
(Ensure that subrecipients are **not** invoicing for amounts **over** the approved budget.)
- Are invoice number, period and expenses checked for duplicates, gaps or other improprieties?
- 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)
- Is the invoice total correct, i.e. do totals foot across and down? And do the invoice cumulative-to-date figures reconcile with the department's internal tracking system figures?
- 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.
- Is the required cost share reported on the invoice and proper documentation attached?

* If your new award or current funding increment began before December 26th, 2014, OMB Circular A-21 applies instead of the Uniform Guidance.

For Final Invoice

If this is the final invoice, please initial to confirm the technical progress at completion was satisfactory and the final invoice has been received and processed for payment.

Technical/Programmatic Report: _____ Date: _____ Final Invoice: _____ Date: _____

In signing below, I approve payment of this invoice and attest that the charges appear reasonable and progress to date for this project is satisfactory and in keeping with the statement of work.

Signature: _____ Date: _____

Note: Most invoices do not include a large amount of detail. Ask for back-up documentation on specific budget line items, if something does not appear correct. **If the answer to any of the questions above is "No", do not approve until all items are resolved.**