

Subrecipient Invoice Review Checklist

Subrecipient Name

Subaward Number

Invoice Number

Invoice Service Dates

Invoice Date

Answer each question below to document your review of the above noted subaward invoice. 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. **Do not approve the invoice until all items are resolved.**

PI/Project Manager/Program Coordinator Review

Are the subrecipient expenses consistent with the technical work completed to date? Yes No

Is the subrecipient current with all deliverables due by the invoice date? Yes No

Is the subrecipient current with all technical reports due? Yes No

Comments

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

Department Research Administrator Review

Do the start and end dates, invoice number, or cumulative expenditures indicate any gaps or duplications in invoicing? Yes No

Does the invoice include only expenditures that are allowable under the subaward terms and conditions? Yes No

If cost share is required by the subrecipient, does the invoice clearly state the cost share met in budget categories agreed to in the subaward? Yes No NA

Has all required backup documentation been received with the invoice? Yes No NA

Comments

In signing below, I approve payment of this invoice and attest that the charges appear reasonable and allowable under the terms and conditions of the subaward agreement.

Signature

Date