Subcontract Invoice Process
Revised 10/19/2016

1. Receipt of invoice in SPS –
   a. US mail – Students will open the envelope and date stamp the invoice.
   b. Email – Research Specialist will include the email with the invoice for payment.

2. Research Administration Specialist Review (ensure that sponsor terms and conditions specified in the award are being followed)
   a. If there is a concern, contact the Subrecipient for clarification, additional documentation or request a revised invoice if needed. Retain documentation of any delays caused by the need to obtain additional information.
   b. If there is sufficient information to recommend reimbursement, Research Administration Cash Specialist will prepare ZV60 or Direct Invoice Voucher (DIV) and sign the recommended line.
   c. The Research Administration Cash Specialist will also prepare the wire transfer form 52A as needed.

3. PI Approval (technical review to ensure that the work has been completed, reports have been submitted and verify the validity of the expenses related to his/her project)
   a. Research Administration Specialist will email the invoice to the PI (or another person with firsthand knowledge identified by the PI such as an Operations Manager or Research Administration Specialist).
   b. The generic business office email will be in the cc line
   c. The business office will follow up with the faculty member as needed to assist with the approval process.
   d. If approval is not received by month end, the Research Administration Specialist who prepared the payment document will follow up with the faculty member and/or Business Manager to inquire about the status.
   e. Once PI approves (via email or signature), notification of the approval should be sent to SPS.

4. Comptroller/Fiscal approval
   a. The Research Administration Manager or Research Administration Specialist (who did not prepare the DIV, ZV60 or Form 52A) will sign as the comptroller and forward directly to Accounts Payable for reimbursement. Accounts Payable will obtain the appropriate signature for payments greater than $50,000.
   b. Accounts payable will send the check directly to the subawardee.

5. Research Specialist
   a. Scan all documents that are sent to Accounts Payable and ensure they are properly uploaded into Perceptive Content (be sure to include the email receipt if applicable).