

Subcontract Invoice Process

- Receipt of invoice in SPS –
 - US mail – Students will open the envelope and date stamp the invoice.
 - Email – Research Specialist will include the email with the invoice for payment.
- Post Award Subaward Administrator will review invoices to ensure that the subaward is used for authorized purposes, is in compliance with Federal statutes, regulations and sponsor terms and conditions specified in the award, any mitigated risk requirements are being met, and the subaward performance goals are achieved
 - 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.
 - If the subrecipient is high risk, the Subaward Administrator will review the award to ensure that all necessary backup documents are received. This includes, but is not limited to: a General Ledger Report, Transaction Listing and/or receipts. If a subrecipient is not able to provide sophisticated reports, they must provide receipts for all expenses charged on the invoice.
 - If there is sufficient information to recommend reimbursement, Post Award Subaward Administrator will enter the transaction in the subrecipient calculator and initiate the ZV60. Note if this requires a wire payment the Post Award Funding Administrator will also process the wire request through DocuSign.
 - The ZV60 will route through the Fiori workflow to the Senior Manager, Post Award for review and approval.
 - The workflow then routes to the PI for approval (technical review to ensure that the work has been completed, reports have been submitted and verify the allowability, allocability and reasonableness of the expenses related to his/her project), and the subaward performance goals during the invoice period have been achieved.
 - Once approved the ZV60 will route through accounting for additional reviews and posting.
 - Once posted a check is cut and sent to the subrecipient for reimbursement.
- Follow-up: Post Award Subaward Administrator receives a weekly aging report for any ZV60 that has been parked for at least 10 days. Per the Uniform Guidance, in 2 CFR 200.305(b)(3), when the reimbursement method is used for payment, organizations must make a payment within 30 calendar days after receipt of the billing unless the federal awarding agency or entity reasonably believes the request to be improper. Escalation for following up with outstanding parked documents will look as follows
 - First notification - PI receives an automatic email from the Fiori system letting them know they have an invoice to review and approve/decline.
 - Second notification - 10+ days of the parked document sitting - Subaward Administrator will work from the aging report and email the PI, copying their respective business office, providing the parked document numbers, how many days of the 30 days have passed, and steps to take to review invoice.

- Third notification - 15+ days of the parked document sitting - Subaward Administrator will do the same steps as above but will also copy the respective Business Manager and the Senior Manager of Subawards.
- Additional notifications - As the parked document gets to 25 of the 30 days for payment, Subaward Administrator will email the PI, with all respective parties copied, daily until it is either approved or rejected.

Note: If the PI rejects the invoice that results in needing more or clarifying information from the subrecipient, the Subaward Administrator will need to work with the subrecipient to obtain the necessary information.

- All follow-up communication should be saved to the ZV60 as a Save Business Document