

## Subcontract Invoice Process

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. Post Award Funding 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
  - 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, Post Award Funding 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.
  - c. The ZV60 will route through the Fiori workflow to the Senior Manager, Post Award for review and approval.
  - d. 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.
  - e. Once approved the ZV60 will route through accounting for additional reviews and posting.
  - f. Once posted a check is cut and sent to the subrecipient for reimbursement.

Note: Post Award will review pending ZV60's throughout the month. If the invoice has aged 10 days or more then the Post Award Funding Administrator will email the business office for assistance if the PI has not approved.