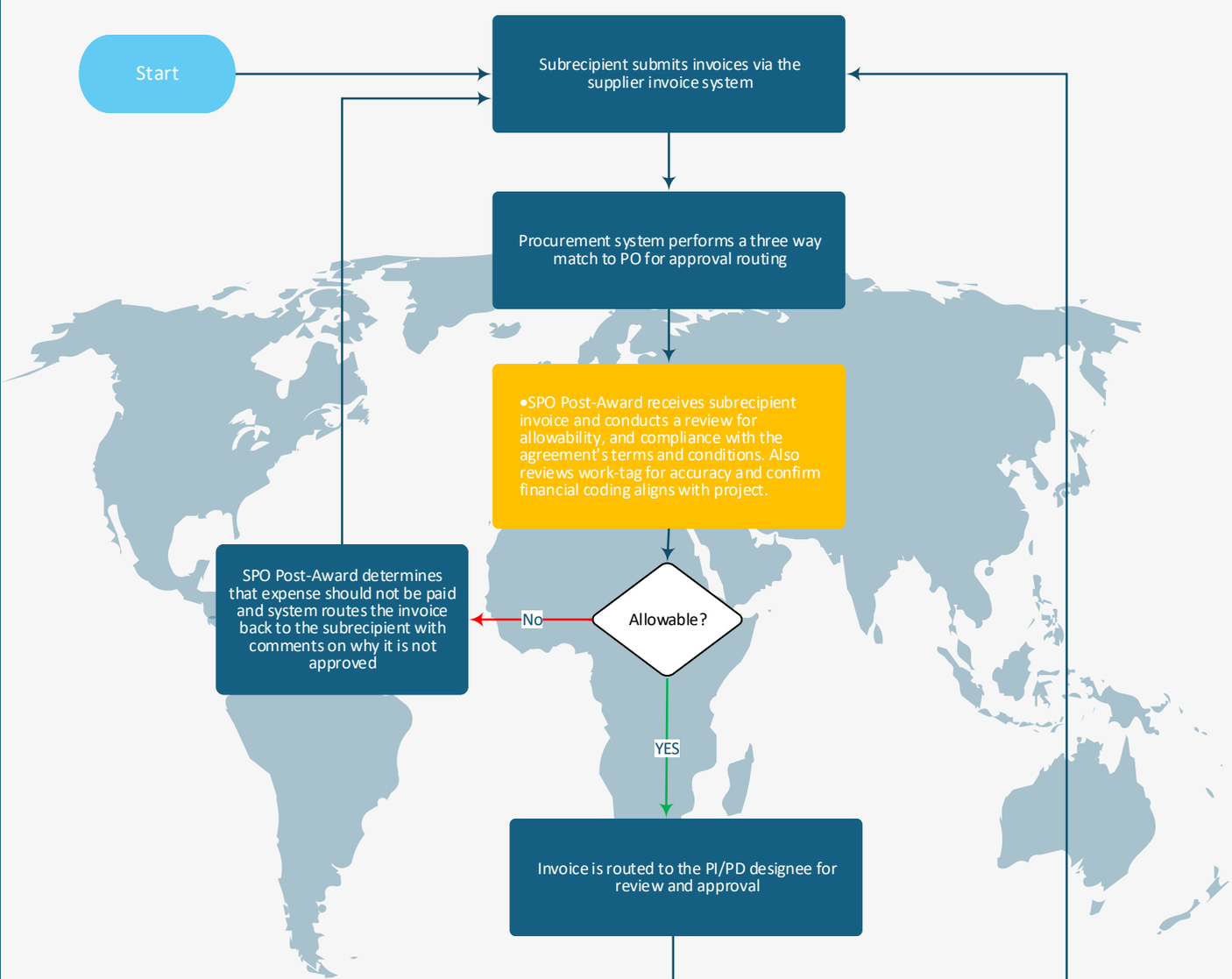
Subrecipient Monitoring: Invoice Review Process



Start

Subrecipient submits invoices via the supplier invoice system

Procurement system performs a three way match to PO for approval routing

•SPO Post-Award receives subrecipient invoice and conducts a review for allowability, and compliance with the agreement's terms and conditions. Also reviews work-tag for accuracy and confirm financial coding aligns with project.

Allowable?

No

SPO Post-Award determines that expense should not be paid and system routes the invoice back to the subrecipient with comments on why it is not approved

YES

Invoice is routed to the PI/PD designee for review and approval

Approved?

Yes

No

AP processes payment of the invoice upon receipt of both SPO Post-Award and PI approvals.

Invoice is returned to the subrecipient for revision

End

Key:

SPO - Sponsored Programs Office
PI - Principal Investigator
PD - Project Director
AP - Accounts Payable
. Key Control