



## PI Payment and Performance Certification

Marshall University Research Corporation

Sub-recipient Name:

Invoice Number:

Sub-recipient PI:

Invoice Date:

PO Number:

Invoice Amount:

Invoice Period Covered:

Yes      No

Are the expenses allowable per the sub-award and the prime award? Remember the prime award requirements and budget restrictions flow down to the sub-recipient.

Are the invoiced expenses included in the sub-award budget? The sub-recipient should only invoice for approved expenses per the sub-award.

Is the invoice period clearly stated?

Are the expenses incurred within the period of performance?

Are the expenses in the agreement consistent with the programmatic plan or work completed to date? The expenses invoiced should agree with the work incurred.

Did an authorized official of the sub-recipient institution sign the sub-recipient invoice?

Are the cumulative expenses within the overall approved budget amount? Ensure that the sub-recipient is not invoicing for amounts over the approved budget.

Are the invoice expenses per budget category in agreement with the budgeted amount per line item category?

Do expenses appear to be based on actual expenses? Cost reimbursable sub-awards require invoicing based on actual expenses only.

Does the invoice total correctly?

Are the indirect costs calculated correctly based on the agreed upon rate?

Does the invoice contain a signed certification as to the appropriateness of the charges? Example: I certify that this request represents actual, allowable cost incurred during the invoice period and these costs are appropriate and in accordance with the executed agreement.

**I hereby authorize payment for the attached invoice and certify that I have received and reviewed all due reports and/or deliverables from the Sub-recipient that are the basis of this invoice. I am satisfied with the Sub-recipient's performance to date. To the best of my knowledge, the Sub-recipient's invoice reflects expenditures that are reasonable, allowable and allocable and are in compliance with the terms and conditions of the sub-award.**

MURC PI Approval Signature:

Date:

Note: 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. **If the answer to any of the questions above is "No", do not approve until all items are resolved.**