

SUBRECIPIENT INVOICE QUICK REVIEW SHEET

(For PI and Department Use)

Subrecipient: _____

Subaward Number: _____

Invoice Number: _____

Invoice Period: _____

Date Received: _____

1. Programmatic Review (PI)

- Technical reports/deliverables received (if required this period)
- Progress is satisfactory
- Costs billed align with project progress
- Milestones met (if applicable)
- Charges are reasonable and consistent with the approved scope

2. Fiscal & Compliance Review (Department)

Invoice Format & Period

- Invoice period is within subaward performance dates
- Invoice format follows subaward requirements
- Required certification language included and signed by authorized official
- Invoice frequency (monthly/quarterly/final) is correct

Budget & Allowability

- Costs are within approved budget categories
- Costs align with scope of work
- Indirect costs (F&A) calculated correctly per agreement
- Required sponsor prior approvals obtained (if applicable)
- Costs are allowable under prime award terms
- No apparent double recovery of F&A

Financial Controls

- Mathematical accuracy verified
- Current + prior invoices reconcile to cumulative total
- Cumulative total does not exceed subaward amount
- Sufficient obligated funding remains
- Costs incurred within period of performance
- Supporting documentation matches invoice totals

Cost Sharing (If Applicable)

- Required cost sharing documentation included
- Cost sharing aligns with subaward commitment

3. Final Invoice (If Applicable)

- Marked "Final"
- All deliverables received and accepted
- Final cost sharing met
- Total does not exceed subaward amount
- Closeout certification received

4. Red Flag Review

If any of the following are present, escalate for further review:

- Large budget category shifts
- Significant spending near project end
- Repeated invoice corrections
- Unusual or unclear cost descriptions
- High-risk cost categories (admin salaries, office supplies, IT, etc.)

5. If Issues Are Identified

- Invoice returned for correction
- Subaward & Contract Compliance Officer notified
- Payment withheld pending resolution
- Additional documentation requested (if necessary)