

Subaward Agreement Invoicing Process

Once the Subaward Agreement is approved & Purchase Order (PO) is converted by MU Purchasing, vendor can begin invoicing.

Invoice from Subrecipient	Subrecipients will submit their invoices on their own template. That should include at a minimum, current and cumulative cost include cost sharing, breakdown by major cost category, subaward number, and certification of truth and accuracy of costs with subrecipient signature. MURC Subaward Invoicing template is available for those subrecipients that request a template.
PI Review	The Principal Investigator (PI) will review the charges and ensure they align with the services described in the subaward agreement.
PI Review and Signature	<p>Once the PI is satisfied, they will sign the invoice and complete the PI Payment & Performance Certification Form.</p> <p>If any issues arise, PI will request clarification and backup documentation from vendor prior to signature and approval.</p>
Submit for Review and Approval	<p>The signed invoice and PI Payment & Performance Certification Form, along with any required supporting documentation, should be sent to Kristen Webb and cc MURC Accounts Payable@marshall.edu.</p> <p>Kristen Webb, Contract and Subaward Compliance Officer will review the invoice and all supporting documentation. If additional clarification is needed, she will request any additional revisions or documentation based on the subaward agreement terms.</p>
Sent for Processing	Once approved by Kristen, she will send to MURC Accounts Payable who will process within 10 days of receipt of approval.
Ensure Payment Received	PIs are responsible to ensure that the vendor has received the payment. You can use Banner Screen FGIENCD .