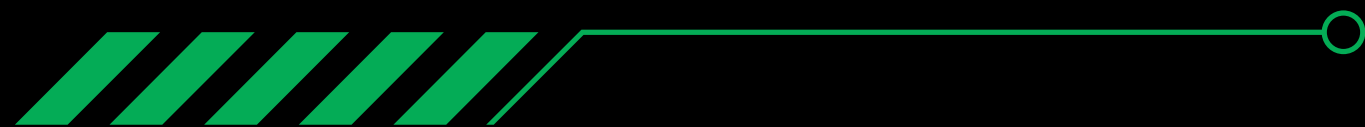


Subaward Invoicing Process

Understanding the Workflow from Invoice Submission to Payment



Overview of the Process

1

Invoice from Subrecipient

2

PI Review and Signature

3

Submission for Review
and Approval

4

Payment Confirmation

5

Processing by Accounts
Payable

Purpose of the Process



- Ensure timely and accurate payments to subrecipients
- Maintain compliance with subaward terms and federal guidelines
- Provide clear responsibilities for Subrecipients, PIs and MURC staff

Subrecipient Invoice **Submission**

- **Per term 2 of our subaward agreement, the subrecipient is required to use our invoice template when requesting payment**
- **The invoice includes the following:**
 - Current and cumulative costs
 - Breakdown by major cost category
 - Subaward Agreement Number
 - Certification of Truth and Accuracy
- Note: The subrecipient can submit their own template as part of their supporting documentation, but ours must be used for reimbursement

Principal Investigator (PI) Review



The PI review should include the following:

- Review of all charges to confirm they align with the subaward agreement
- Ensure expenses are reasonable, allowable, and properly documented
- Supporting documentation should match the requested charges
- Invoice totals (current, cumulative, balance) calculate correctly

If discrepancies are found, the PI may request clarification or additional backup documentation from the subrecipient

PI Signature and Certification



Once satisfied, the PI

- Signs the Invoice
- Completes the PI Payment and Performance Certification Form

Signing both documentation confirms:

- Accuracy of the charges
- Performance aligns with subaward terms

How long do we have to pay a Subaward Invoice?



Per Uniform Guidance 2 CFR 200.305 (b)(3)

- When the reimbursement method is used, the pass-through entity must make payment within 30 calendar days after the receipt of the payment request unless there is an issue with the request

Please review your subaward invoices and submit them for processing as soon as possible after you receive them.

Submit for Review & Approval:

- **Submission Instructions:**
 - Email the signed invoice, PI Certification Form and supporting documentation to:
 - Kristen Webb, Contract & Subaward Compliance Officer at Kristen.Webb@marshall.edu
 - **CC: MURC_Accounts_Payable@marshall.edu**
- **Kristen Webb's Review:**
 - Ensures documentation aligns with subaward terms
 - May request revisions or additional documents

Processing by Accounts Payable



After approval:

- Kristen Webb sends the approved invoice to MURC Accounts Payable

Processing Time:

- Within 10 days of receiving approval

Ensure Payment Received



PI Responsibility

- Confirm vendor has received payment
- Use Banner screen FGIENCD to verify

Note:

- PI should be tracking invoices from submission to payment for each contractual agreement. If payment isn't reflected in banner within reasonable amount of time, the PI should follow up with appropriate MURC staff

Summary

1 Subrecipient → Invoice

2 PI → Review and Sign

3 Kristen Webb → Review and Approve

4 Accounts Payable → Process Payment

5 PI → Confirm Payment