



Invoice Monitoring/ Approval Checklist

	1. Review the general demographic information on the invoice. Ensure key business information is consistent and correct, such as: PI name, project number, purchase order number, and Institution name.
	2. Ensure the invoice is sequential (i.e. if the invoice is for April, confirm there is an invoice for March). Ensure the period covered by the invoice is within the period of performance.
	3. The subrecipient's institutional official signature with a certification statement must be on all invoices. For an example of an acceptable Certification statement please see the Sub-recipient Monitoring Guide and Resources.
	4. Ensure the cumulative expenses do not exceed the total approved sub agreement budget.
	5. Ensure the invoice in front of you totals correctly, that the expenses are allowable per the sub agreement and the sub agreement budget. Remember the sponsored award requirements and budget restrictions flow down to the subrecipient including the Fly America Act.
	6. Compare the cumulative totals for each line on the invoices to the last approved invoice you received. If something does not appear correct, ask the subrecipient for additional information and/or back up documentation on specific line items.
	7. Ensure the subrecipient's Facilities & Administration (F&A) costs are calculated correctly with the correct and agreed upon rate for the subrecipient.
	8. Ensure the rate of spend (burn rate) is consistent with the timeline of the project. Look for indicators of over or under spending on the project and discuss with the PI prior to approval of the invoice.
	9. Work with the Principal Investigator (PI) to ensure the expenses in the invoice are consistent with the statement of work appended to the sub agreement. The expenses should agree with the work completed. Confirm that the invoice date complies with the invoicing requirement in the sub agreement
	10. Obtain PI approval of invoice and attach to PO invoice section.
	11. If invoice approval has been delegated by the PI, obtain appointed designee's approval of invoice and attach to PO invoice section.
	12. For international subrecipients, always require that invoices and award document amounts are in US Dollars, and that the conversion rate to be used is agreed-upon in writing.
	13. If it is the final invoice, ensure it is marked "Final"