

***Auburn University
Office of Sponsored Programs
Subrecipient Invoicing Procedures***

1. At the time a subagreement is fully-executed, OSP encumbers the subagreement funds in the account. The first \$25,000 of each subagreement will be encumbered in the 70750 account and the remaining balance will be encumbered in the 70760 account.
2. Once an encumbrance is created, the PI/department will be notified by email as to the Encumbrance number. This encumbrance number will be referenced on all invoices submitted for payment under that subagreement. All modifications to the encumbrance will be processed by OSP.
3. AU OSP has a sample Subagreement invoice form available on OSP's website at:
<https://cws.auburn.edu/ovpr/pm/forms>
4. Subagreement invoices are mailed to OSP (email: OSPSUBINV@auburn.edu). OSP will create a vendor voucher and attach the invoice checklist.
5. The documents will be emailed to the PI/departmental contact. The PI/department must review the invoice and complete the checklist:
 - ✓ Billing period within contract period of performance
 - ✓ Invoice reflects accurate expenses based on subagreement budget
 - ✓ Required back-up documentation (if applicable) attached
 - ✓ Cost-sharing statement (if applicable) attached
 - ✓ Close Out Document (required to process FINAL INVOICE)
 - ✓ Required Technical Reports received by PI on date of receipt
 - ✓ PI review and approval of subrecipient's performance
 - ✓ PI signature below to approve following statement:
 - ✓ As the principal investigator for subaward number, I have monitored the activities of the Subrecipient that were funded by the Subagreement and I have reviewed all financial and programmatic reports (if any) that were submitted to me by the Subrecipient for this Subagreement. I certify that all of the Subrecipient's activities that were funded by the Subagreement were carried out for authorized purposes, as defined by the terms and conditions of the Subagreement. I further certify that the Subrecipient has carried out all work, as necessary at this state in the Subagreement timeframe, toward achieving the Subagreement's performance goals, as specified in the Subrecipient's statement of work. To the best of my knowledge, the costs included on the attached invoice are reasonable and appropriate for the work performed. PI signature is required
6. The invoice/vendor voucher/completed checklist will be sent to OSP for final processing for payment. After OSP receives the approved invoice, OSP will:
 - ✓ Input invoice information into the Subagreement invoice database
 - ✓ Image vendor voucher, invoice and all backup documentation into Xtender
 - ✓ Forward OSP approved vendor voucher and invoice to PPS for payment
7. If there are any pending actions, such as outstanding cost-share statements or close-out documents, OSP may hold payment until all required information is received.
8. Vendor vouchers MUST have OSP approval before PPS will process payment.

For questions:
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