Subrecipient Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subrecipient Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PI Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Checklist Filled Out By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Invoice Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Invoice Date:\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Processed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Yes  No**  Is the invoice submitted in accordance with the subaward terms and conditions?

**Yes  No**  Is the invoice period clearly stated?

**Yes  No**  Are the expenses incurred within the period of performance?

**Yes  No**  Invoice only contain expenses allowable under OMB Uniform Guidance/agency guidelines/subaward.

**Yes  No**  Are the invoice expenses in agreement with the line item budget, per executed agreement?

**Yes  No**  Are the cumulative expenses within the overall approved budget amount? (Ensure that subrecipients are not invoicing for amounts over the approved budget.)

**Yes  No**  Invoice number, period and expenses checked for duplicates, gaps or other improprieties?

**Yes  No**  The F&A is calculated correctly, based on the agreed upon rate. (Ensure the calculated F&A includes expenses that are subject to F&A)

**Yes  No**  If required, is the subaward supplemental backup documentation to support costs provided?

**Yes  No**  **N/A**  Is the required cost share reported on the invoice and proper documentation attached?

**Yes  No**  Does the invoice contain a signed certification as to the appropriateness of the charges?

**If this is the final invoice, please initial to confirm the technical progress at completion was satisfactory and the final invoice has been received and processed for payment.**

**Technical/Programmatic Report:\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_ Final Invoice:\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_**

Note: Most invoices do not include a large amount of detail. Ask for back-up documentation on specific budget line items if something does not appear correct. Do not approve until all items related to this invoice are resolved.

In signing below, I approve payment of this invoice and attest that the charges appear allowable, allocable and reasonable. Progress to date for this project is satisfactory and in keeping with the statement of work.

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**