**SUBAWARD MONITORING INVOICE CHECKLIST**

Subaward Institution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subaward Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

U of R PI \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grant Financial Analyst\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Invoice Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Invoice No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final: Yes / No - If “Yes” invoice must be clearly marked, “Final” and “Subaward Closeout Checklist” must also be completed and submitted with this checklist and the invoice.

The period of performance is within the Subaward timeframe

Invoice is in the format required by the terms of the Subaward

Expenditures are allowable and within the re-budgeting limitation set forth in the Subaward.

The total expenditures are within the Subaward amount

Invoice frequency is in compliance with the Subaward terms and conditions

If there is cost sharing involved, is it documented and are the commitments met? N/A Yes No

Is there a signed certification1,2

1. Example: I certify that this request represents actual, allowable costs incurred during the invoice period and these costs are appropriate in accordance with the agreement.)

(2.Required for Federal Projects: By signing this report I certify to the best of my knowledge and belief that that the report is true, complete, and accurate and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise. (US Code, Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).)

If applicable: Request was made to Subawardee for a NEW/Revised Invoice. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By submitting the invoice to ORACS for processing, I approve payment of this invoice and attest that the charges appear reasonable and progress to date for this project is satisfactory and in keeping with the statement of work.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Investigator or PI’s designee Date

***Remember: PI’s must sign invoices***