OSP
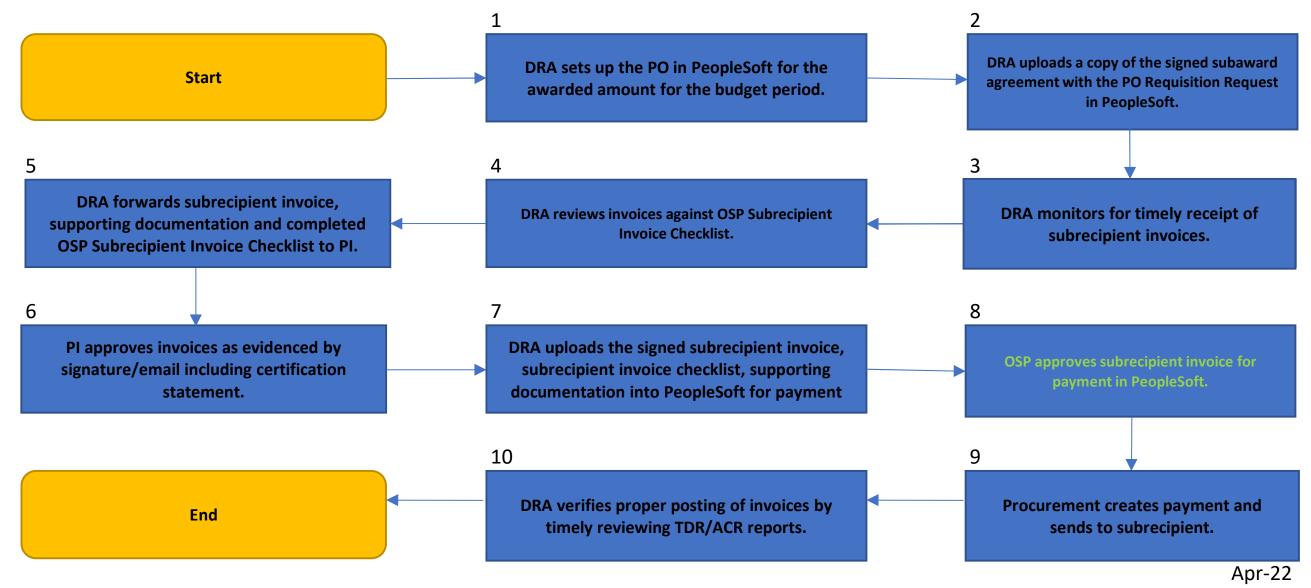**Subrecipient Invoice Payment Process Flowchart**

Note - FORMS capitalized throughout the document.

Start

1 DRA sets up the PO in PeopleSoft for the awarded amount for the budget period.

2 DRA uploads a copy of the signed subaward agreement with the PO Requisition Request in PeopleSoft.

5 DRA forwards subrecipient invoice, supporting documentation and completed OSP Subrecipient Invoice Checklist to PI.

4 DRA reviews invoices against OSP Subrecipient Invoice Checklist.

3 DRA monitors for timely receipt of subrecipient invoices.

6 PI approves invoices as evidenced by signature/email including certification statement.

7 DRA uploads the signed subrecipient invoice, subrecipient invoice checklist, supporting documentation into PeopleSoft for payment

8 OSP approves subrecipient invoice for payment in PeopleSoft.

10 DRA verifies proper posting of invoices by timely reviewing TDR/ACR reports.

9 Procurement creates payment and sends to subrecipient.

End

Apr-22