

Subaward PO and Invoice Payment Guidance

Create a Blanket PO for a sub on a sponsored project:

- Select "Special Request"
- In description box enter "Sub 510XXXX-X" (see sub agreement from OSP)
- Select "Service"
- Select "Fixed Cost"
 - In category look up, select "Services C&G<25K" for the first \$25,000 which will charge account code 64420 "SubContract 25K and less OSP"
The first \$25k paid to the sub is eligible for F&A to be charged.
 - Any amount beyond the first \$25,000, requires a separate line and must use category "Services C&G =>25K" which will charge account code 64430 "SubContract over 25k OSP"
 - Separate requisitions may be processed for each category
- Before completing the chart field string, under "Distribution" select "Amount" not "Quantity" (PeopleSoft defaults to "Quantity")
- Perform budget check
- Record the requisition number and monitor "Manage requisitions" for the PO number
- **Attach in PeopleSoft any sole source documentation. NOTE: Sole Source Form is required for subs under a prime contract (but not necessary for a sub under a grant).**

Paying Invoices:

- Sub invoices are directed to the Department Research Administrator (DRA)
- Review PO and project budget for available funds
- Apply invoices first to account 64420 "SubContract 25K and less OSP" until invoices add up to \$25k; then amounts > \$25k charge to account 64430.
- If PO number is not obvious on the invoice, write the PO number on the invoice
- DRA should let PI know funds are available to pay invoice (DRA may want to notate it on the invoice)
- PI reviews invoice
- PI must stamp and sign invoice to verify that progress on the subaward has been satisfactory "I certify the subrecipient has demonstrated satisfactory project performance and progress, and the charges represented on this invoice appear to be appropriate with that progress. As Principal Investigator, I approve this payment"
- Send invoice with stamp and PI's signature to Procurement Services for processing

Subaward Amendments:

If amendments are to be issued to the subaward agreement (such as year 2 of the agreement), then the DRA should notify OSP. The DRA should amend the PO as appropriate using Procurement's PO Change Request Form ensuring that OSP approval is obtained prior to submission of the form to Procurement Services.