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.

3. DRA monitors for timely receipt of subrecipient invoices.

4. DRA reviews invoices against OSP Subrecipient Invoice Checklist.

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

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.

9. Procurement creates payment and sends to subrecipient.

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

End

Apr-22