



## Subaward Invoice Approval Process

**Date Issued:** March 2019

**Revised:** April 2019

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Effective February 20, 2019, all invoices from subrecipients or subcontracts regardless of the invoice amount must be approved by the designated Approver prior to payment of Accounts Payable. This individual is listed as the "Prepared For" on the relevant purchase order.

Pursuant to paragraphs 200.331(d) and 200.301 of the Uniform Guidance, the Principal Investigator (PI) is responsible for the review of each and every subaward invoice to ensure that the financial data provided relates to the performance accomplishments of the Subrecipient during the specified time period identified in the invoice.

### ***Scenario 1: "Prepared For" is the PI***

The PI has the responsibility of logging in Sci-Quest on a regular basis to review and approve invoices submitted by the subrecipient. The process for the approval or rejection of subaward invoices can be found in <https://procurementservices.rutgers.edu/pay-invoice> and must comply with the review of the information required based on the "Risk" level assigned to the Subrecipient (see [http://orsp.rutgers.edu/sites/orsp.rutgers.edu/files/Documents/Subawards/RU\\_ERA\\_Uniform%20Guidance\\_Subaward%20Monitoring\\_042016.pdf](http://orsp.rutgers.edu/sites/orsp.rutgers.edu/files/Documents/Subawards/RU_ERA_Uniform%20Guidance_Subaward%20Monitoring_042016.pdf) ). The Risk Assessment for each individual subaward can be found in the respective RAPSS subaward record.

### ***Scenario 2: "Prepared For" is other than the PI***

If the PI chooses to assign another individual as the "Prepared For" for the approval or rejection of a specific subaward's invoices, the following process must be followed:

- Prior to the creation of the associated Purchase Order (PO), the PI must complete and sign the "Subaward Project String and Designated Approver Authorization" Form identifying the name of the "Designated Approver" and acknowledging that the review and approval, or rejection, of each and every invoice regarding the specific subaward is ultimately his/her responsibility.
- The executed form must be submitted to ORSP at [ru-subawards@ored.rutgers.edu](mailto:ru-subawards@ored.rutgers.edu)
- Upon notification that a subaward invoice is posted in Sci-Quest under the respective PO, the "Prepared For" individual must email the invoice to the PI for review. The email should include the language presented below:



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**"" ..... Email Subject: Approval Subaward Invoice**

Dear Dr.: \_\_\_\_\_ [PI Name]

Attached please find subrecipient invoice \_\_\_\_\_ [invoice number] related to Subaward \_\_\_\_\_ [subaward number] issued to \_\_\_\_\_ [Subrecipient Organization], for your review and approval.

Pursuant to Uniform Guidance (UG) §200.301 and §200.331, the Principal Investigator is responsible for the review of each subaward invoice to ensure that the financial data provided relates to the performance accomplishments of the Subrecipient during the specified time period identified in the invoice.

If all charges are reasonable and allowable, the technical progress is satisfactory and any additional contract requirements have been met, please reply to this email by stating **"I approve"**. Once your reply is received, the invoice will be approved in Marketplace by the assigned "Prepared for" approver and be processed for payment by Accounts Payable.

If you do not approve this invoice, please reply to this email by stating **"I disapprove"**. Once your reply is received, the invoice will be disapproved in Marketplace and the Subrecipient will be notified accordingly by the assigned "Prepared for" approver.

Please respond to this email by \_\_\_\_\_ [enter date of response]...."

- The PI must review the invoice and respond to the email above with **"I Approve"** or **"I Disapprove"** by the date identified in the email. Rutgers University standard payment terms are 45 days from the invoice date unless the subrecipient has a signed contract with different terms. Any exception to these terms must be reviewed and approved by Procurement.
- Upon receipt of the PI's response, the email trail must be uploaded in Sci-Quest in the specific invoice's
- As an alternative to the email process outlined above, a copy of the invoice reviewed by the PI, with the PI's signature and date of approval on it, can be uploaded in Sci-Quest in the specific invoice's module
- Instructions on how to upload an attachment in the Invoice module in Sci-Quest are as follows:



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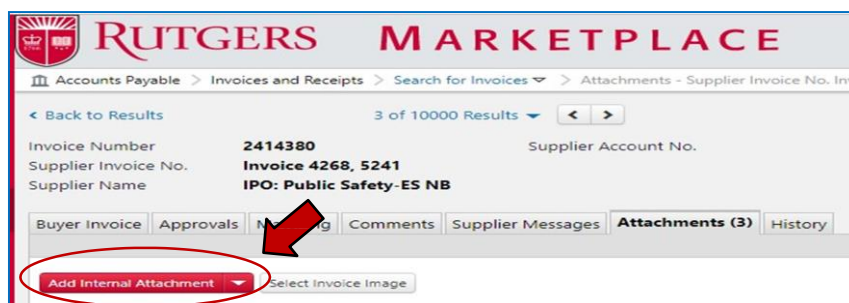
Date Issued: March 2019

Revised: April 2019

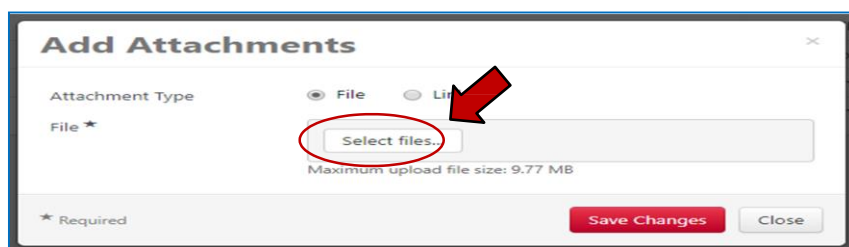
### Attach a Document to an Invoice



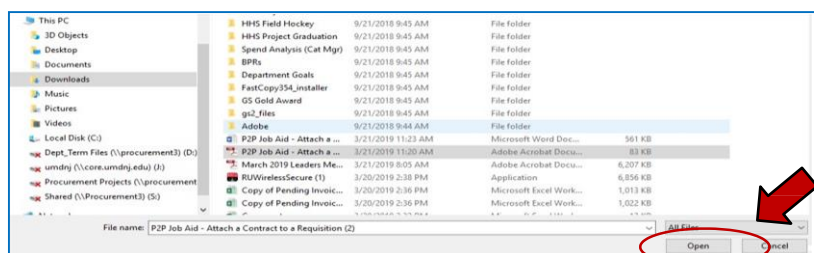
Click on the **Attachments** tab.



Click on the **Add Internal Attachment** tab.



Click on the **Select Files** button.



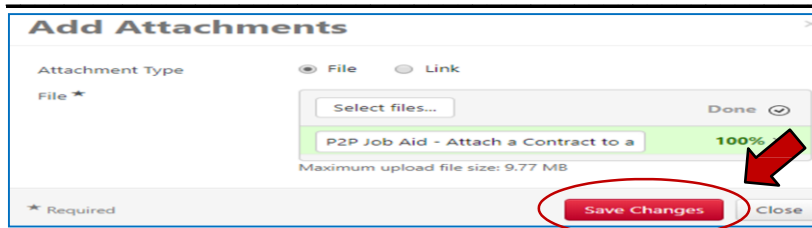
Find saved document that you want to attach. Click on the document you want to attach. Click on the **Open** button.



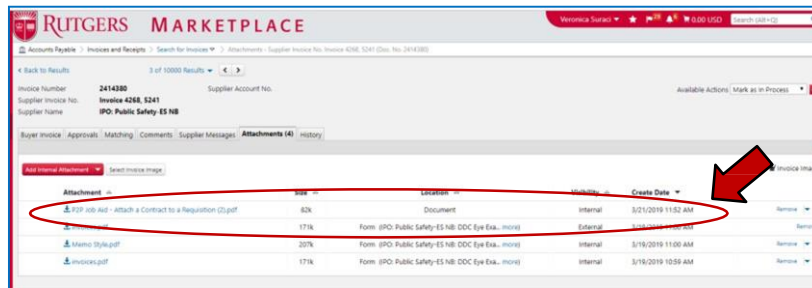
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Click on the **Save Changes** button.



Verify that the file has been attached to the invoice.

This attachment is necessary for audit purposes and must accompany each and every invoice in Sci-Quest, when the “Prepared For” individual is other than the PI.

- The “Prepared for” individual will then approve or reject the invoice based on the PI’s email pursuant to the guidelines for invoice approval or cancellation (see [file:///C:/Users/cp847/Downloads/P2P\\_Jobaid Approve%20an%20Invoice%20\(2\).pdf](file:///C:/Users/cp847/Downloads/P2P_Jobaid%20Approve%20an%20Invoice%20(2).pdf))