Carnegie Mellon University
Sponsored Projects Accounting
( PA11) Subcontract Invoice & Consultant Payment – Procedures
Updated: November 18, 2008

Frequency: Varies
Responsible Staff: SPA Rep
Approval Required: Manager / Assistant Manager, Post Award Accounting

Summary:
For CMU awards that are partially contracted out to other institutions, the sub-recipients are required to submit invoices to CMU on a monthly basis. These invoices must be reviewed to ensure that they are reasonable and allowable per the terms and conditions of the prime award with CMU.

In addition, consultants that are to be paid under research awards are to submit invoices to ensure that they are paid the allowable hourly rate per the terms and conditions of the prime award with CMU.

The Federal Office of Management and Budget Circular A-133 requires that universities receiving $500,000 or more in annual funding from the Federal government ensure that sub-recipients within the United States comply with the audit requirements outlined in that Circular.

Procedure:
1. SPA receives invoice from sub-recipient or consultant

2. Verify costs are within the period of performance for the award and that there are funds available to cover the expenses.

3. Verify that the invoice indicates both current and cumulative costs and has been certified.

4. Verify that the expenses are allowable within the terms and conditions of the award. If cost sharing is included on the invoice and is not only for cost overruns, supporting documentation should be requested from the subcontractor.

5. The SPA Rep will prepare approval form in the Sub-Award Database (Attachment PA-P) and will fax or scan a copy to the Business Manager. The Business Manager is to forward these documents to the Principal Investigator (PI) for approval and signature. The signed form certifies that the costs are appropriate for the work performed by the sub-recipient. The SPA Rep should request that the approved invoice be returned within a week to ten days to prevent delay in invoice payment. If the PI has not or will not approve the invoice, an explanation for the denial of payment should be obtained via email and filed in the SPA subcontract file. A copy of the email should also be forwarded to the sub-recipient.

6. Once the SPA Rep receives the signed approval form from the Principal Investigator (PI), the date of approval by the PI is to be entered into the Sub-Award Database, the Manager Approval date is also entered – and then the Request for Payment form generated by the Sub-award Database System is printed. The SPA Rep must sign the form and give it together with the PI approval form and a copy of the invoice to SPA Management for final signature.
7. Once SPA management has signed the payment request form, the entire packet is given to the SPA Rep responsible for receiving against the PO (see Instructions for Receiving on Purchase Orders).

8. The receiving SPA Rep records the receipt number on the payment request form and gives the entire package to the SPA Administrative Assistant.

9. The SPA Admin makes a copy of the entire packet, forwards the original to the Accounts Payables Office for processing and gives a copy of the entire packet to the SPA Rep.

10. The copy of the signed Request for Payment and invoice should be placed in the subcontract file.

11. If this is a Final invoice, Section B of the Invoice Approval Form must also be completed by the PI certifying that the required deliverables have been satisfactorily submitted by the sub-recipient. **NOTE:** The Sub-recipient Closeout Requirements form (Attachment PA-J) must be completed and all required reports must be received from the sub-recipient before the final payment can be released.
CARNEGIE MELLON UNIVERSITY
SPONSORED PROJECT ACCOUNTING
INVOICE APPROVAL

I.  Current Date __________________ Agreement # __________________
    CMU Account __________________ P.O. # __________________
    P.I. __________________ Department __________________

II. The attached items are part of a:

    ( ) Subgrant
    ( ) Subcontract
    ( ) Other __________________

    which the Sponsored Projects Accounting office (407 SCR) is currently reviewing before acceptance or submission.

III. Please review the items marked for your respective responsibility and advise
    Sponsored Projects Accounting __A.S.A.P._ of the acceptance/additions/
deletions/changes/and/or proper response for each item listed.

   a.    Invoice Approval By Principal Investigator

   Description:

   Payment of invoice # _______________ in the amount of $ _______________ for the period of _______________ through _______________.

   b.    Approval By Principal Investigator of the work provided by the subcontractor

   If this box is checked, this represents the final invoice for this subcontract. By approving this invoice for payment, the PI is certifying that all work has been satisfactorily completed and deliverables submitted. Please indicate status of technical reporting:

   In order for SPA to process payment, you must indicate one of the following:

   _______________ Copy of Final Technical Report supplied by subcontractor attached.

   _______________ A Final Technical Report was not required to be submitted by the subcontractor.

   Approval:

   ______________________________________________________________________

   Principal Investigator / Designee __________________ Date ________________

Please return this form to the Sponsored Projects Accounting Office ASAP (fax acceptable).

Thank You,
SPA Representative
Sponsored Projects Accounting
407 S. Craig Street
Phone:
Fax: 8-5841
Subrecipient Close-Out Requirements

Prime Sponsor: 
Prime Award: 
Period of Performance: 

In conjunction with the OMB Circulars, FAR’s, Contract Terms & Conditions applicable to the above-referenced Prime Agreement awarded to Carnegie Mellon University, (subrecipient) is required to submit the following documents within 60 days of the termination of the subagreement:

- Subcontractor’s release
- Subcontractor’s Assignment of Refunds, Rebates, credits, and Other Amounts
- Inventory of property acquired under this agreement
- Report of Inventions and Subcontracts
- Final Technical Report
- Final report of Expenditures / Invoice

*Payment of the Subrecipient’s Final Invoice will be withheld pending receipt of all required documentation.*

All required documents are to be submitted to:

Sponsored Projects Accounting
Carnegie Mellon University
5000 Forbes Avenue
Pittsburgh, Pennsylvania 15213-3890

Ref: __________________