



Subrecipient Invoice Monitoring Guidance

Sponsored Programs Accounting Review

1. Does the invoice contain the following information?
 - a. MSU Subaward Number
 - b. Subrecipient's Invoice Number
 - c. Period of Performance Dates
 - d. Current & Cumulative Expenditures
 - e. Current & Cumulative Cost Share Expenditures (if applicable)
 - f. Certification Statement (as required in 2 CFR 200.415)
 - g. Institutional Official Signature
2. Is the period of performance dates within the approved subaward start and end date?
3. Do the cumulative and current expenditure columns total correctly?
4. Does the cumulative column total equal the prior invoice cumulative plus the current requested amount?
5. Are the cumulative expenditures within the overall approved budget amount?
6. Are the invoice expenditures per budget category in agreement with the budgeted amount per line item?
7. Are the Facilities & Administrative (F&A) costs calculated correctly (including cost share) based on the actual expenditures and the correct and agreed upon rate for the subrecipient?
8. Based on the most recent risk assessment of the subrecipient, was the following supporting documentation provided to support the current expenditures?
 - a. Medium Risk – Detail ledger
 - b. High Risk – Detail ledger & copies of invoices, receipts, or other documentation that adequately supports all current expenditures

Departmental & PI Review

1. Is the subrecipient current on all required progress reports to date under the terms of the agreement, and were they submitted in an acceptable and timely manner?
2. Are the expenses in the agreement consistent with the programmatic plan or work completed to date? The expenses invoiced should agree with the work incurred.
3. Does it appear that there are charges that are not allocable to the project?
4. Do the expenditures reflected on the invoice seem reasonable in relation to the amount of time and work expected of the subcontractor to date?

***REMEMBER:** Most invoices do not include a large amount of detail. Ask the subrecipient for back-up documentation on specific budget line items if something does not appear correct. **IF THERE ARE ANY QUESTIONS ON THE INVOICES, DO NOT APPROVE UNTIL ALL ITEMS ARE APPROPRIATELY RESOLVED.**