

Post-Award Subrecipient Monitoring Invoice Checklist

The Subrecipient Monitoring Invoice Checklist is a tool designed for reviewing subrecipient invoices.

Review by Post-Award Specialist

The following checklist is a guide for reviewing subrecipient invoices received in Post-Award.

Invoices should be received via submission via invoices@tufts.edu (Medius). All invoices will be submitted for review to the LRA/PI, once reviewed and returned the Post-Award Specialist will review the invoice details. If during the invoice review process additional information is required from the subrecipients, the Post-Award Specialist will inform the LRA/PI and Pre-Award before contacting the subrecipient including them in any correspondence.

Review Questions:

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the subaward fully executed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the PO # clearly identified on the invoice?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the invoice number concurrent?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the invoice period clearly stated?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the invoice reference the Tufts award number?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the expenses incurred within the period of performance of the award?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the invoice number, period and expenses checked for duplicates, gaps, or other improprieties?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the invoice contain a signed certification as to the appropriateness of the charges?

Examples:

- o **Federal:** *In accordance with 2 CFRI 200.415 "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."*
- o **Non-Federal:** *I certify to the best of my knowledge and belief that the report is true, complete, and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise.*

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the cumulative expenses within the overall approved budget amount? (<i>Ensure that subrecipients are not invoicing for amounts over the approved budget</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the invoice expenses in agreement with the line-item budget, per executed agreement?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the F&A calculated correctly, based on the agreed upon rate? (<i>Ensure the calculated F&A includes expenses that are subject to F&A, example re-calculated F&A excluding any categories exempt from indirect such as tuition, equipment, etc.</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the invoice total correct, i.e., do totals foot across and down?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the invoice cumulative-to-date figures reconcile with PeopleSoft total paid to date plus the current invoice?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the invoice submitted in accordance with the subaward terms and conditions?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If applicable, is the required cost share reflected on the invoice and proper documentation attached?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If applicable, Is the required program income reflected on the invoice and proper documentation attached?

Final Invoice

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the invoice clearly marked "FINAL"?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the LRA/PI confirm that all required reports have been received?