

Subaward Invoice Approval Process Date Issued: March 2019 Revised: March 2021

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%20Guida nce_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 RSP at subawards@research.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:



Subaward Invoice Approval Process <u>Date Issued: March 2019</u> <u>Revised: March2021</u>

""..... 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.

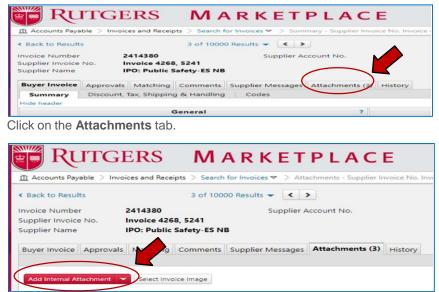
Please respond to this email by _____ [enter date of response]...."

- 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:



Subaward Invoice Approval Process Date Issued: March 2019 Revised: March 2021

Attach a Document to an Invoice



Click on the Add Internal Attachment tab.

Add Attachm	ients	×
Attachment Type File *	File Lin Select files. Maximum upload file size: 9.77 MB]
* Required	Save Changes Close	

Click on the Select Files button.

Copy of Pending Invoic	3/20/2019 2:36 PM	Microsoft Excel Work	1,022 KB	
Copy of Pending Invoic	3/20/2019 2:36 PM	Microsoft Excel Work	1,022 KB	
Copy of Pending Invoic	3/20/2019 2:36 PM	Microsoft Excel Work	1,013 KB	
RUWirelessSecure (1)	3/20/2019 2:38 PM	Application	6,856 KB	_
March 2019 Leaders Me	3/21/2019 8:05 AM	Adobe Acrobat Docu	6,207 KB	
P2P Job Aid - Attach a	3/21/2019 11:20 AM	Adobe Acrobat Docu	B3 KB	
P2P Job Aid - Attach a	3/21/2019 11:23 AM	Microsoft Word Doc	561 KB	
Adobe	9/21/2018 9:44 AM	File folder		
gs2_files	9/21/2018 9:45 AM	File folder		
S Gold Award	9/21/2018 9:45 AM	File folder		
FastCopy354_installer	9/21/2018 9:45 AM	File folder		
Department Goals	9/21/2018 9:45 AM	File folder		
BPRs	9/21/2018 9:45 AM	File folder		
	9/21/2018 9:45 AM	File folder		
	9/21/2018 9:45 AM	File folder		
	Department Goals FastCopy354_installer GS Gold Award gs2_files Adobe P2P Job Aid - Attach a P2P Job Aid - Attach a March 2019 Leaders Me RUWirelesSSecure (1)	IHS Project Graduation 0/21/2018 8-03. AM Spend Analysis (CM Mg) 0/21/2018 8-03. AM BPR 0/21/2018 8-03. AM Department Gash 0/21/2018 8-03. AM G Gold Analysis 0/21/2018 8-03. AM G Gold Analysis 0/21/2018 8-03. AM G G Gold Analysis 0/21/2018 8-03. AM g Q_2 (Rec 0/21/2018 8-04. AM g Q_2 (Rec 0/21/2018 8-04. AM g D De Addrin - Attach & m. 1/21/2019 11/21. AM * D De Addrin - Attach & m. 1/21/2019 11/20. AM * D De Addrin - Attach & m. 1/21/2019 11/20. AM * D De Addrin - Attach & m. 1/21/2019 11/20. AM * D De Addrin - Contern & m. 1/21/2019 11/20. AM * RWriteRoser (C) 1/21/2019 3-0.0 AM	IHS Project Graduation V2/2018 0-53 AM File folder Spend Analysis (CH Mg) V2/2018 0-53 AM File folder BPR V2/2018 0-53 AM File folder Dipatremot Gast V2/2018 0-53 AM File folder G Gold Analy V2/2018 0-53 AM File folder G Gold Analy V2/2018 0-53 AM File folder G G Gold Analy V2/2018 0-53 AM File folder g Q file V2/2018 0-53 AM File folder g P Job Aid - File folder V2/2019 1-123 AM Moreoff Word Doc P Z Job Aid - File folder V2/2019 1-103 AM Adobe Acrobit Docs The folder V2/2019 0-203 AM Adobe Acrobit Docs The folder V2/2019 0-303 AM Adobe Acrobit Docs	IH 45 Physick Graduation 9/21/2018 945 AM File folder Spend Analysis (CMM) 9/21/2018 945 AM File folder B PR 9/21/2018 945 AM File folder Dipatrisen Gasts 9/21/2018 945 AM File folder G Gold Away 9/21/2018 945 AM File folder G Gold Away 9/21/2018 945 AM File folder G G Gold Away 9/21/2018 945 AM File folder G G Gold Away 9/21/2018 945 AM File folder G G Job Adar Attach = 9/21/2018 945 AM File folder G D Pab Adar Attach = 9/21/2018 945 AM File folder 9/21/2018 945 AM File folder 501 KB 9/21/2018 945 AM File folder 501 KB 9/21/2018 945 AM File folder 501 KB 9/21/2018 913 DAM Adobe Acrobat Decs 501 KB 7 March 2019 Leader Mm 5/2/2018 913 DAM Adobe Acrobat Decs 6,207 KB 8 DWeb Addar Cetter 5/2/2018 913 DAM Adobe Acrobat Decs 6,207 KB 9 Deladar Attach = 5/2/2018 913 DAM

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



Subaward Invoice Approval Process Date Issued: March 2019 Revised: March 2021

Add Attach	nents	\times
Attachment Type	Interpresentation State Sta	
File *	Select files	Done 🕢
	P2P Job Aid - Attach a Contract to a	100%
	Maximum upload file size: 9.77 MB	
* Required	Save Chan	ges Close

Click on the Save Changes button.

	UTGERS MARKETPL	ACE		Veronica Suraci •	* 🛤 🌲 🕈 🕷 0.00 USD	learch (Alt+Q)
Accounts P	systellities in the second se	Supplier Incoice No. Invol	# 4268, 5241 (Don. No. 2414)30()			
< Back to Res	ults 3 of 10000 Results + 🤘 3					
	ce No. Involce 4268, 5241				Available Actions 1	dark as in Process •
Part Income	the recommendation for the					M Invoice Ima
Constanting of the local division of the loc	Attachment -	528 -	Location er	Marking a	Create Date -	e invoice ima
	Attachment	508 m 62k	Location	Visibility a	Create Date -	finition into
<						
<	± P2P xob Aid - Attach a Contract to a Requisition (2).pdf	62X	Document	internal	3/21/2019 11:52 AM	Anna in

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 <u>file:///C:/Users/cp847/Downloads/P2P_Jobaide_Approve%20an%20Invoice%20(2).pdf</u>)