

EMAIL TEMPLATE FOR SUBAWARD INVOICE APPROVAL

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.

Once issues have been resolved to the satisfaction of the Rutgers Principal Investigator, the unpaid invoice may be resubmitted through Sci-Quest for payment. This invoice will still be subject to the Sci-Quest approval process.

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