CHICAGO STATE UNIVERSITY
Invoice Checklist – Subrecipient Monitoring

Subrecipient Name _____   Vendor Number _____

PI Name _____   Purchase Order No. _____

Invoice Number _____   Invoice Date _____   Date Reviewed _____

	YES	NO
Is the invoice signed by an authorized person?	☐	☐
Is the invoice period clearly stated?	☐	☐
Does the invoice reflect the vendor's name, address, telephone number, and contact person?	☐	☐
Are the expenses incurred within the period of performance?	☐	☐
Is the invoice submitted in accordance with the subaward terms and conditions?	☐	☐
Does the invoice only contain expenses that are allowable under OMB Uniform Guidance* /agency guidelines/subaward terms and are the invoice expenses in agreement with the line item budget, per executed agreement?	☐	☐
Are the cumulative expenses within the overall approved budget amount? (Ensure that subrecipients are not invoicing for amounts over the approved budget.)	☐	☐
Are invoice number, period and expenses checked for duplicates, gaps or other improprieties?	☐	☐
Is the F&A calculated correctly, based on the agreed upon rate? (Ensure the calculated F&A includes expenses that are subject to F&A)	☐	☐
Is the invoice total correct, i.e. do totals foot across and down? And do the invoice cumulative-to-date Does the invoice cumulative-to-date figures reconcile with the department's internal tracking system figures?	☐	☐
Does the Personnel Services Expenses reconcile with the suppoting documents?	☐	☐

IF FINAL INVOICE
Is the invoice marked FINAL please initial to confirm with PI if the technical progress at completion was satisfactory and the final invoice has been received and processed for payment.   ☐ ☐

Technical/Programmatic Report: _____   Date Submitted: _____

In signing below, I approve payment of this invoice and attest that the charges appear reasonable and progress to date for this project is satisfactory and in keeping with the statement of work.

Signature: _____   Date: _____

* NOTE:
Back-up documentation on specific budget line items, are requested, if something does not appear correct.
If the answer to any of the questions above is "No", do not approve until all items are resolved.