LOUISIANA STATE UNIVERSITY

SUBAWARD INVOICE CHECKLIST

The Pl is responsible for ensuring that the subrecipient is in compliance with the terms and conditions of the subaward.

The checklist below is a guide when reviewing a subaward invoice for approval. This form should NOT accompany the invoice when submitting approval to SPA.

1. **Technical Report/Deliverables**
   - ☐ Acceptable **technical reports and deliverables** have been submitted in accordance with subcontract requirements
2. **Invoice Details**
   - ☐ Dates on the invoice identifying the **billing period** (not the invoice date) are within *subcontract period of performance*
   - ☐ Invoice **format** (e.g., major cost categories, lump sum, milestones, etc.) is in the format required by the subcontract
   - ☐ Invoice **frequency** (i.e., monthly, quarterly, at final, etc.) is in compliance with subcontract requirements
   - ☐ If cost reimbursable: **cumulative amount** = previously billed amount + current billing amount
   - ☐ If required by the subcontract, invoices reflect the **source of funds** (ex: NASA, LEQSF - two separate awards) and invoiced amounts are charged to respective LSU grants
   - ☐ **Expenditures** are allowable and within the re-budgeting limitations set forth in the subcontract
   - ☐ The invoice has been **certified and signed** by the authorized institutional representative
     - ☐ For Subawards on Federal or Federal Pass-thru funds, the certification MUST be:
       "I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812."
   - ☐ If **withholding** is required by the subcontract, each invoice has been reduced by the retainage (% of amount invoiced)
3. **Cost Sharing (if applicable)**
   - ☐ Cost sharing certification has been attached to the invoice
4. **FINAL Invoice**
   - ☐ Final deliverables have been submitted and accepted
   - ☐ The final invoice has been marked "Final"
   - ☐ Cost sharing has been met
   - ☐ Subaward Closeout Form (AS857 or AS858) has been submitted

If any of the above items are not satisfactory, the Pl should contact the subcontractor regarding corrections and copy the Grant Manager in SPA.
If the invoice is satisfactory, 2 CFR 200 requires that it be paid within **30 days**. Therefore, please do not delay in forwarding PI Approval to the Grant Manager in SPA.