



# Subaward Payment Request & Checklist

## Accounts Payable Section:

Use **Supplier Invoice Workbench** to clear encumbrance

UNO PI Name: \_\_\_\_\_

Spend Category: \_\_\_\_\_

Supplier (Payee): \_\_\_\_\_

Extended Amount: \_\_\_\_\_

Invoice Date: \_\_\_\_\_

Cost Center: \_\_\_\_\_

Invoice Received Date: \_\_\_\_\_

Grant: **GRT** \_\_\_\_\_

Invoice (Control Total) Amount: \_\_\_\_\_

Supplier's Invoice #: \_\_\_\_\_

**Update Tax** (Click Button)

UNO Subaward #: **SCON-0000** \_\_\_\_ \_\_\_\_

Contract Start Date: \_\_\_\_\_

Contract End Date: \_\_\_\_\_

Distribution of Check: *(pick one)*

Email: \_\_\_\_\_

Mail: \_\_\_\_\_

## PREPARER

To ensure compliance, you must submit this form with each Invoice and/or Reporting Materials for the term of the Subaward.

**Subaward Name:** \_\_\_\_\_

**Workday Award #:** \_\_\_\_\_

Duration of Subaward: \_\_\_\_\_

to \_\_\_\_\_

Items Currently Due (and attached):  Invoice

and/or

Reporting Materials

### I. Invoice Checklist:

If cost reimbursable: detail is provided for current charges and cumulative charges are shown

### II. Reporting Materials Checklist:

Note: The Progress Reports referred to here are from the Subrecipient to UNO's PI, NOT from the PI to the granting agency.

Progress Report is submitted on time as required by the Subaward

Progress Report is in accordance with the requirements outlined in the Subaward

**Each Progress Report from the Subrecipient is signed and dated by the UNO PI as approved**



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If Applicable: All additional monitoring measures required explicitly in the subaward for this reporting period have been documented, and the documentation is attached (copies of required emails, logs of phone calls, for example).

**To ensure compliance, you must submit this form with each Invoice and/or Reporting Materials for the term of the Subaward.**

### III. For Final Invoices and/or Progress Reports:

- The PI completed the **Performance Evaluation Form** and a copy is attached
  - If a Federal award, the Subrecipient completed the **Close Out Certification Form** and a copy is attached
  - Technical report and/or deliverable has been approved, is in accordance with the subaward requirements, and a copy is attached
  - Final Invoice** clearly marked "FINAL" and submitted within time frame required by subaward
- If applicable:**
- Cost sharing has been met and supporting documents are attached

**Send all materials currently due to the following address**

Burt Neal/Monitoring  
Office of Research 1005  
Admin Building  
2000 Lakeshore Dr. New  
Orleans, LA 70148

### Principal Investigator Certification:

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

\_\_\_\_\_   
PI Signature

\_\_\_\_\_   
Date

### Office of Research use only:

Approved by \_\_\_\_\_ Date \_\_\_\_\_