

Helpful Reminders for Payment Request Form:

- Make sure the Vendor Name on the payment request form matches that of the vendor on the invoice.
- Make sure the correct activity ID is present on the payment request form.

Helpful Reminders for the Invoice Requesting Payment:

- Double check that the invoice period on the invoice falls within the dates of the agreement. Also, make sure that these dates correspond with the most previous invoice received. We should not skip months when invoicing. If expenses were not charged in the prior month, please make sure the sub recipient dates the invoice so that dates are consistent.
 - Previous Invoice Dates: 1/1/2020-2/29/2020
 - Current Invoice Dates: 3/1/2020-3/31/2020
- A certification statement must be present on the invoice as well as a signature or electronic stamp of signature to approve an invoice. An example of a certification statement is below:

“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).”
- A cumulative total must be present on the invoice.
- Check that facilities & administrative (F&A)/indirect charges (IDC) is calculating correctly per the rate and type stated in the award.

Helpful Reminders for Processing Final Invoices:

- If processing a final invoice, the word “FINAL” must be present on the invoice from the subrecipient.
- Be sure that no additional funding will be added to the award.
- “If the award is carry forward restricted, we do not want to process a final for each year. This will close the Purchase Order (PO) in UGAmart and we are unable to re-open for future payments in other years. Subaward subject to carry forward restrictions typically should not be closed until the end of the entire funding for all years. For questions about whether a subaward is carry forward restricted, the department should contact Sponsored Projects Administration.”

Remember to submit all documents in one PDF Document in UGAmart for review.

https://busfin.uga.edu/accounts_payable/sub_award_payment.pdf