Thomas Jefferson University: Subrecipient Invoicing

Jefferson
Thomas Jefferson University
HOME OF SIDNEY KIMMEL MEDICAL COLLEGE

Last updated September 2019

ORA	Receives invoice via email to subawards@jefferson.edu	Reviews invoice in accordance with Subrecipient Invoice Checklist	If approved, send to A/P Manager with copy to RACE GA & PI	If required request revised invoice or supporting documentation	Update tracking log & save invoice in Jeffshare	Upon notification from RACE, follow up on missing and final invoices
Accounts Payable	Receives approved invoice via email to A/P Manager	Processes invoice; attaches approved invoice to voucher				
RACE Grant Administrator	Verify that invoice posts to GL correctly; update shadow systems	Inform PI of spending patterns utilizing RACE projections, Grant Statements, & General Ledger	Informs ORA of missing and final invoices			
PI	Notifies RACE GA & ORA if spending patterns are not consistent with proposed research	Notifies RACE & ORA of outstanding issues or deliverables prior to payment of final invoice				

Notes

1. ORA will receive all outgoing sub invoices through a designated email address. If other TJU personnel receive the invoice they will forward to subawards@jefferson.edu for processing.
2. ORA will notify RACE & PI if there is any reason to reject or revise an invoice.
3. ORA will save all invoices in Jeffshare under the PI subaward folder by invoice#; if not provided ORA will use invoice date. ORA will copy RACE GA and PI on emails sent to Accounts Payable with approved invoice attached.
4. RACE will ensure all invoices post to the GL correctly, inform ORA of missing and final invoices, & inform PIs of spending patterns.