

Towson University
Office of University Research Services
SUBRECIPIENT FINAL INVOICE CHECKLIST

Subrecipient Name: _____ Subaward Number: _____
 PI Name: _____ Peoplesoft Number: _____
 Date Invoice Received: _____ Date Invoice Processed: _____
 Invoice Seq. No.: _____ Final Invoice Period: _____ - _____

Is the period of performance within the subaward timeframe? Yes No
 Are the total expenditures within the subaward amount? Yes No
 Did Subrecipient comply with budgetary restrictions in subaward agreement?
 (e.g. prior written approval for foreign travel or equipment purchases) Yes No
 Is there cost share required? Yes No Documented and met? N/A Yes No
 Is there a signed certification*? Yes No

***Example:** I certify that this request represents actual, allowable costs incurred during the invoice period and these costs are appropriate in accordance with the agreement.

In signing below, I approve payment for 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.

 Project Investigator/PI/ Technical Designee Date

Please initial to confirm that technical progress at completion was satisfactory, and that final invoice has been received and processed for payment.

	Initial	Date
Technical Report	_____	_____
Final Invoice	_____	_____

Does the PI have knowledge of any inventions developed or reduced to practice during the course of this project? Yes No

A copy of the completed final Subrecipient Monitoring Invoice Checklist must be sent to OURS-Post Award Grants Financial Management, attention Heather Wilson.