
From: OPSA

Sent: Thursday, September 21, 2017 3:55 PM

To: PI

Cc: subawards <subawards@uky.edu>; DA; College of Medicine SRAS <sras@uky.edu>; GPS

Subject: Subaward Notification: 3200000000-18-099_SUB_INSTITUTION_7800009999

Dear Principal Investigator and Business Officer:

Attached is the Purchase Order (PO) for the above-referenced subaward.

Please note the subaward invoice review and approval process is now online.

The subaward language has been updated to include electronic invoice submission to a centralized email address, which is managed by Accounts Payable Services (APS).

The invoice requires certification by the Principal Investigator listed on the grant account in SAP in order to release payment. When an invoice is presented for payment to APS, an email notification will be sent to the PI for review and approval.

We highly recommend another individual be designated as the Subaward Invoice Reviewer (SIR), who will be responsible for review of the information prior to submission to the PI for certification. To add an SIR for this subaward, please send the PO number and name of the individual to be listed on the grant to subawards@uky.edu.

Presentations, instructions, and frequently asked questions regarding the new process are listed on the Research Financial Services website at <http://www.uky.edu/ufs/accounts-receivable-compliance> under Subaward Monitoring.

Issues the Principal Investigator should consider when authorizing invoice payment

- Has the subawardee provided the work/services as prescribed by the subaward?
- Does the invoice reflect the subaward's prescribed budget and does the invoice reflect the work/services to-date?
- If subawardee cost sharing is required, has it been reported on the invoice?
- Further issues for consideration are listed in the presentations online.

Important Payment Considerations

- All review and approvals must be complete in SAP within 30 days of receipt* to ensure prompt payment unless the invoice is deemed to be improper.
- Contact the subawardee timely regarding any issues requiring the payment to be placed on "Hold".
- Copy subawards@uky.edu on all correspondence regarding subaward invoice payment issues.
- Do not submit paper invoices to Accounts Payable Services for processing if received for this subaward. Instructions to submit directly to APS should be provided to the vendor.

If you have any questions about the invoice authorization or subaward online invoice payment process, if the subawardee's work/services are not satisfactory, or if the subawardee's invoice does not seem correct, please contact subawards@uky.edu for assistance.

If you plan changes to an existing subaward in terms of work/services, funds, or performance period, these changes must be formally processed by an amendment to the subawardee from OSPA, please contact ospasubaward@uky.edu or call 257-4826.

cc: Subaward #3200000000; subawards@uky.edu
Attachment: Purchase Order: 78000009999

*Payment must be released within 30 days of the date the invoiced is received in APS, not date of email notification