

# Checklist for Subrecipient “Proper” Invoice

## “Proper Invoice” Checklist

- ☐ Subrecipient name & remittance address
- ☐ Invoice Number
- ☐ Date of the invoice
- ☐ Purchase Order number (Subaward Number)
- ☐ Invoice Period; Verify the billing period falls within the current period of performance
- ☐ Expenditures (current & cumulative) broken down by budget category in accordance with the approved budget (e.g., salaries, travel, supplies, equipment, F&A, etc.)
- ☐ Verify the expenditures to date do not exceed the contract amount
- ☐ If required, include additional documents per your subaward agreement in “Additional Terms” (e.g., Effort Certification Form, receipts, etc.)
- ☐ Final Invoice: If final must be marked as final and include completed, signed Subrecipient Close-out document (Attachment 4A)
- ☐ Certification Statement attesting to the truth and accuracy of the invoice\*
- ☐ Signature of Institutional Official authorized to certify

\*The certification statement must match word-for-word to the statement below from Uniform Guidance 200.415(a):

“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, fictitious, 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).”

**Submit to:**

**[Subaward-invoices@udel.edu](mailto:Subaward-invoices@udel.edu)**