

**From:** OSPA  
**Sent:** Thursday, July 14, 2016 8:11 AM  
**To:** PI  
**Cc:** College of Medicine SRAS; DEPT. ADMINISTRATOR  
**Subject:** 3200000000-17-000\_SUBCONTRACTORINSTITUTIONNAME\_PO#7800000000

Dear Principal Investigator and Business Officer:

Attached is the Purchase Order (PO) for the above-referenced subaward. When the subawardee submits invoice(s) for payment you should review each invoice for appropriateness (see below). If the invoice is appropriate, write "approved" on the invoice, date and sign. Then prepare UK's Vendor Invoice Transmittal & Payment Authorization Form, attach the invoice and send it to Accounts Payable. This form is available at <http://www.uky.edu/eForms/forms/vendtrans-sap.pdf>.

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?
- Have you provided a copy of this letter to your department/unit person who prepares UK's Vendor Invoice Transmittal & Payment Authorization Form and sends to Accounts Payable?

Important Vendor Invoice Transmittal & Payment Authorization Form mechanics

- Write "Final Payment" on the Form when making the final payment.
- Specify the correct PO number.
- Indicate the number of invoices attached (only for the specific PO).
- Indicate the payment amount.
- Specify the correct WBS element number from which payment is to be made.
- Provide the "Date Last Item was Received."
- Sign "Received By" line.

If you have any questions about the invoice authorization or subaward payment process, if the subawardee's work/services are not satisfactory, or if the subawardee's invoice does not seem correct, please contact Steve Jacoby. 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 Steve Jacoby, please contact Steve Jacoby at 257-4826.

cc:  
Attachment: Purchase Order: 7800000000