



SUBJECT: Invoice Policy	Effective Date: 01-31-2015	Policy Number: 10.5.19	
	Supersedes:	Page 1	Of 4
	Responsible Authorities: Division of Research Director, Research Accounting		

I. Background

Florida Atlantic University is required to invoice Federal and Non-Federal sponsors in accordance with the terms and conditions of the award.

II. Purpose

The purpose of this policy is to establish uniform invoicing procedures for all sponsored research projects to ensure accountability, adherence to the terms and conditions of the project as well as issue timely invoices.

III. General Statement

Research Accounting is available to answer questions and provide assistance regarding the requirements of the Invoice Policy.

IV. Policy

It is the policy of Florida Atlantic University that sponsored research projects will be invoiced or drawdowns will be processed based on the instructions required by the sponsor. In the absence of a stated invoice or drawdown requirement, the Research Accounting Office will request reimbursement for the project on a monthly basis. Invoice frequency can vary from monthly, quarterly, deliverable-based (milestone) or payment schedule.

V. Procedures

Research Accounting will review the award document to verify invoice or drawdown requirements and establish a schedule within the financial accounting system based on the sponsor requirements.

Based upon the established schedule, the Research Accountant will perform the following in order to review and submit an invoice or process a drawdown request:

- Review the Grant inception to Date Report (current period and cumulative report of expenditures) for salary and non-salary budget and expenditure balances
- Review that expenditures do not exceed the approved budget and current expenditures are allowable and allocable prior to requesting reimbursement
- Review the Organizational Detail Report, if needed, (detailed transaction ledger) for details regarding a specific expenditure transaction or to obtain details regarding the source document (invoice, receipt, travel report, etc.)
- If any unallowable expenditures, cost overruns, etc. are identified the transaction will either be put on “hold” or transferred off by journal entry to be omitted from an invoice
- Verify that previously submitted invoices have been paid; research and follow-up on any outstanding payments
- An invoice will be generated from the financial accounting system and submitted to the sponsor by email or U.S. Mail (invoices are typically generated for non-federal sponsors, federal-flow through subcontracts and some state agencies)
- A drawdown request will be submitted and processed through the sponsor designated website (drawdowns are requested from federal sponsors and the Florida Department of Education)
- The invoice or drawdown worksheet will be kept on file along with the Grant Inception to Date Report as support documentation

Invoices should be submitted to the sponsor within 30 days at the end of the billing period. Deliverable-based (milestone) invoices will be submitted to the sponsor when the Research Accountant receives confirmation from the Principal Investigator that deliverables have been submitted.

The following is a list of sponsors that require drawdowns:

Federal Agency	Drawdown Frequency and Website Name
Bureau of Land Management (BLM)	Reimbursements are requested monthly through ASAP (Automated Standard Application for Payment)
Department of Veterans Affairs	Reimbursements are requested monthly through the Tungsten Network
Florida Department of Education (FLDOE)	Reimbursements are requested monthly through CARDS (Cash Advance and Reporting Disbursement System)

Health Resources & Services Administration (HRSA)	Reimbursements are requested monthly through PMS (Payment Management System)
National Aeronautics and Space Administration (NASA)	Reimbursements are requested monthly through PMS (Payment Management System)
National Institute of Health (NIH)	Reimbursements are requested monthly through PMS (Payment Management System)
National Oceanic and Atmospheric Administration (NOAA)	Reimbursements are requested monthly through ASAP (Automated Standard Application for Payment)
National Park Service	Reimbursements are requested monthly through ASAP (Automated Standard Application for Payment)
National Science Foundation (NSF)	Reimbursements are requested monthly through ACM\$
National Surface Warfare Center	Reimbursements are requested monthly through WAWF (Wide Area Work Flow)
Office of Naval Research (ONR)	Reimbursements are requested monthly through PayWeb
U.S. Army (USARMY)	Reimbursements are requested monthly through PayWeb
U.S. Air Force (USAF)	Reimbursements are requested monthly through WAWF (Wide Area Work Flow)
U.S. Department of Education (USDOED)	Reimbursements are requested monthly through G5
U.S. Department of Energy (USDOE)	Reimbursements are requested quarterly through ASAP (Automated Standard Application for Payment)
U.S. Fish and Wildlife Service (USFWS)	Reimbursements are requested monthly through ASAP (Automated Standard Application for Payment)
U.S. Geological Survey (USGS)	Reimbursements are requested monthly through ASAP (Automated Standard Application for Payment)

VI. Definitions

Drawdown	a formal process of requesting payment for an amount due
Invoice	a formal document requesting payment for an amount due

Schedule	For purposes of this policy, a schedule is the time frame when invoices or drawdowns will be processed
Terms and Conditions	For purposes of this policy, terms and conditions are the legal obligations agreed upon by Florida Atlantic University and the sponsoring agency

VII. Accountability

Research Accounting is responsible for submitting invoices based upon the terms and conditions of the award and requirements listed within this policy.

If deliverable-based (milestone), the Principal Investigator is responsible for notifying Research Accounting of completed deliverables, tasks or milestones in order to submit invoices.

VIII. Annual Review of Procedures Manual

The Invoice Policy will be reviewed annually.

POLICY APPROVAL

Initiating Authority

Signature: _____ Date: _____

Daniel Flynn, Vice President for Research

Executed signature pages are available in the Research Accounting Office