

Subrecipient Expenditure Invoice

How to Use: This invoice template includes the elements required for a complete subrecipient invoice when billing the University of Massachusetts, Amherst. All invoices must contain current and cumulative costs (including cost sharing), subaward number, and certification. Invoice detail should be in accordance with the line items in the budget of the Subaward agreement. Subrecipients may use this template to invoice the University of Massachusetts or provide an invoice which has these required elements. It is generally expected that the subrecipient will bill not more often than monthly and not less frequently than quarterly for allowable costs, see invoice terms in the subagreement. Foreign subrecipients may choose to request a wire transfer, here is a link to the University's wire transfer form, complete the section "Wires to Beneficiary outside the US." http://www.umass.edu/controller/sites/default/files/Wire_Transfer_Request.pdf