

**OMB Uniform Guidance (200.305) effective 12/26/14 requires our University to pay subrecipient invoices within 30 days of receiving the invoice unless the request is improper.**

The University is now utilizing DocuSign eSignature to facilitate the payment of Subrecipient Invoices. By using this system, we are able to track the approval of subrecipient invoices and document the reason for processing delays for auditing purposes (if applicable).

All invoices must be signed or declined. The system will send automated reminders and the Controller's Office will follow up on any invoices that are outstanding.

Invoice review is a key step to subrecipient monitoring! Do not authorize payment of an invoice if there are discrepancies or concerns about the invoice or work performed. You can simply decline to sign and provide a message to the Sender (The Research Accounting Department in the Controller's Office). If others have already signed the document, they too will receive your message.

For basic instructions on how to sign a document go to:

<https://support.docusign.com/en/articles/How-do-I-sign-a-DocuSign-document-Basic-Signing>

For instructions on how to change signing responsibility:

<https://support.docusign.com/en/guides/signer-guide-signing-change-signer>

For instructions on how to decline to sign:

<https://support.docusign.com/en/guides/Declining-to-sign-DocuSign-Signer-Guide>

Please review and complete the following steps:

- 1.) The **Business Manager/Administrator** must be sure that the invoice is ready for payment. For an invoice to be paid without delay, it is necessary to ensure the following:
  - a. The complete purchase order number is typed in the required text field. The PI will not be able to authorize the invoice if the PO is not typed in the required field.
  - b. The purchase order provided must be open and have sufficient balance to pay the current amount due.
  - c. The blanket order box must be selected when setting up the purchase order or the purchase order will close after one payment. Contact UPST to have the purchase order updated to allow multiple payments IF the purchase order was not set up as a blanket order.
  - d. Sign the invoice and it will then be sent to the Principal Investigator (PI) for signature.
  
- 2.) The **Principal Investigator** must sign the invoice to authorize payment. Authorization of payment is a certification by the PI that all required programmatic and financial reports have been received from the subrecipient. The PI is responsible for monitoring the activities of the sub recipient as necessary to ensure the following:
  - a. The subaward is being used for authorized purposes, in compliance with Federal statutes, regulations, and terms and conditions of the subaward. The subaward performance goals are achieved.

- b. The expenses are appropriate. The expenditures are allowable, reasonable, and allocable.
- c. Technical progress is in line with spending trends
- d. Technical and progress reports due to the University have been received and accepted.

Once the PI has signed, the invoice will be directed to Accounts Payable at [invoices@umassp.edu](mailto:invoices@umassp.edu) for signature and payment. Once Accounts Payable has signed for the invoice, a final signed version will be sent to all signers.

If the invoice is awaiting signature for an extended period, a follow up will be conducted by the Controller's Office.

If you have any questions, please do not hesitate to reach out to Sibyl Jayne, Jane Polo, or the Research Accountant assigned to the award.

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Jane Polo                         [polo@admin.umass.edu](mailto:polo@admin.umass.edu)

<https://www.umass.edu/controller/accountants>