Attach this cover sheet to its corresponding invoice & wire request form and submit it through https://bfsupport.ucsd.edu.

<table>
<thead>
<tr>
<th>Subrecipient:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO #:</td>
</tr>
<tr>
<td>Invoice #:</td>
</tr>
<tr>
<td>Invoice Amount:</td>
</tr>
</tbody>
</table>

SUBRECIPIENT INVOICE MONITORING

The attached invoice has been reviewed confirming costs for work performed are reasonable, allowable, and applicable, expenditure is within the parameters of the sub-award budget, and that costs were incurred during the period of performance for the award.

__________________________________           ________________________________
PI or Designee’s Signature                                           PI or Designee’s Printed Name

__________________________________
Date Signed

DEPARTMENT CONTACT

Email Address:  
Phone Number:  

Only invoices that have been approved with the signature of the responsible PI/designee require this form. We encourage you to retain the originals of the reviewed and verified documents for your internal departmental purposes.

INVOICES $10K AND GREATER -SIGNATURE APPROVAL

Please include the following information on the invoice if amount $10K and greater to provide the required approval verifying receipt of goods and/or that services have been performed.
This differs from the above responsibility and is required by UC policy for payment:

- Print invoice and write, stamp, or otherwise state on the invoice that is approved for payment
- Person with signature authority must sign, print name, and add telephone number
- Indicate date that the invoice was approved
- Electronic/Digital or stamped approvals are not acceptable due to security risks