

UC SAN DIEGO DISBURSEMENTS SUBRECIPIENT INVOICE TO BE WIRED

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

Subrecipient:
PO #:
Invoice #:
Invoice Amount:

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