

REQUIRED SUBRECIPIENT INVOICE ELEMENTS

- 1** Subrecipient's standard invoice template , including appropriate letterhead
- 2** Identifying project/award information, including appropriate project number, subaward number, and purchase order number
- 3** Service dates associated with the reimbursement request (e.g., when the respective expenditures took place)
- 4** Expenditures broken down by major cost category
- 5** Current charges (e.g., expenditures requested for reimbursement on the current invoice)
- 6** Cumulative charges (e.g., aggregate total of previous expenditures reimbursed plus those requested for reimbursement on the current invoice for the subaward)
- 7** Certification as to truth and accuracy of the invoice (e.g., federal or non-federal certification depending on the specific subaward)

SAMPLE SUBRECIPIENT INVOICE



COMPANY NAME
YOUR SLOGAN GOES HERE

1

Company Name
123 Address Lane
Columbia, SC 12345
United States

Phone: (803) 123-4567
Fax: (864) 890-1234
Website: company.com

BILL TO

University of South Carolina
Project Name or Title
Project 1001XXXX / Subaward 2X-XXXX
PO 20000XXXXX
PI Name: John Doe
SUBINV@mailbox.sc.edu

2

Invoice # 5678
Invoice Date 1/1/2023
Due Date Upon Receipt
Award Begin Date 1/1/2022
Award End Date 12/31/2023

Service Period of Reimbursement Request: 10/01/22 - 12/31/22

3

Table with 5 columns: CATEGORY, BUDGET, CURRENT, CUMULATIVE, REMAINING. Rows include Salaries, Fringes, Travel, Supplies, Fixed Charges, Contractual Services, TOTAL DIRECT COSTS, Indirect Cost (5%), TOTAL COSTS, Cost Share (if applicable), and TOTALS INCLUDING COST SHARE.

4

5

6

AMOUNT DUE 4,948.13

Federal Certification Statement: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Federal award.

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Printed Name of Signatory (Subrecipient PI)

OR

Non-Federal Certification Statement: I certify that all expenditures reports (or payments requested) are for appropriate purposes and are in accordance with the agreements set forth in the application and award documents.

Signature of Signatory (Subrecipient PI)