

POLICY

Invoicing Sponsored Awards

Topic: Sponsored Awards Admin & Mgmt	Department: Grants	Policy No: 5.160.02	Effective Date: 12/26/14	Page No: 1 of 1
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Purpose: To provide guidance regarding the appropriate procedures to be utilized in the preparation of sponsored award invoices.

Policy:

1. It is the policy of the Boyce Thompson Institute for Plant Research (BTI) that invoices are prepared by the Business Office from financial data that is supported in BTI's sponsored award accounting system.
2. All invoices for sponsored grants, contracts and cooperative agreements are submitted and mailed by the Business Office.
3. Invoice detail includes:
 - The project budget.
 - Current period expenditures.
 - Cumulative expenditures.
4. The invoices are prepared according to grantor instructions.
 - This includes the timing of the invoice and any required supporting documentation.
 - Invoices are not generated more often than monthly for any individual award.
5. If a grantor requires supporting documentation such as receipts or special reports, the principal investigator will be responsible for obtaining the information and providing it to the Business Office to be submitted to the grantor.