Towson University
Office of University Research Services
SUBRECIPIENT FINAL INVOICE CHECKLIST

Subrecipient Name: _____   Subaward Number: _____

PI Name: _____   Peoplesoft Number: _____

Date Invoice Received: _____   Date Invoice Processed: _____

Invoice Seq. No.: _____   ☐ Final   Invoice Period: _____ - _____

Is the period of performance within the subaward timeframe?   ☐ Yes   ☐ No

Are the total expenditures within the subawAr (e)s Ngo

Is there a signed certification*? ☐ Yes ☐ No

Example: I certify that this request represents actual, allowable costs incurred during the invoice period and these costs are appropriate in accordance with the agreement.

has been received and processed for payment.

	Initial
Technical Report	_____
Final Invoice	_____

Does the PI have knowledge of any inventions developed or reduced to practice during the course of this project? ☐