SUBRECIPIENT MONITORING CHECKLIST
FOR WASHINGTON UNIVERSITY DEPARTMENTS

1) Upon receipt of an invoice or request for payment from a sub-recipient,
   a. _____ Review all submitted progress reports and financial reports received from the
      sponsor.
   
   b. _____ Determine if all progress reports required to date under the terms of the agreement
      have been submitted in an acceptable and timely manner.
   
   c. _____ Does the invoice have an institutional official signature certifying that charges are
      true and accurate and/or for appropriate purposes?
   
   d. _____ Review the expenditures on the reimbursement request/invoice. Do the expenditures
      follow along the same lines as what was budgeted or are there additional items listed that
      were not originally budgeted for?
   
   e. _____ Do you see any potentially unallowable items listed in the reimbursement request
      such as food/meals/entertainment/alcohol, etc. or items that should have been charged as an
      indirect cost such as office supplies/general purpose computers/clerical and administrative
      salaries/postage?
   
   f. _____ Do the expenditures shown on the reimbursement request seem reasonable in relation
      to the amount of time and work expected of the subcontractor to date? (For example, does it
      appear likely that they will have spent a minimum of 75% of their budget by the time the
      current budget period has concluded? Alternatively, does it look like they might exceed the
      amount available by the end of the budgeted period? Are there appropriate reasons for such
      variations?) If something seems amiss, follow up with the sub-recipient for an explanation.
      (for example, they may be waiting for charges to work their way through the system, or,
      there may be certain times of the year – summer, etc. when fieldwork can occur so charges
      are heavier at varying times.)
   
   g. _____ Does it appear that there were charges that are not allocable to the project? (such as
      travel costs to places not anticipated in the scope of work or other charges or salaries for
      individuals not associated with the work?)

2) _____ If all required progress reports are up to date and acceptable, and the request for payment
   appears reasonable given the nature of the project and amount of work completed to date, sign off
   on the invoice and forward to Accounts Payable (or approve online) for payment.

3) _____ If progress reports are not up to date and acceptable or you see something that does not
   appear right, do not forward the invoice for payment. Instead, immediately contact the
   subrecipient and ask for missing or unacceptable reports to be sent and/or request additional
   documentation as necessary and appropriate. Once issues have been acceptably resolved, and/or,
   if necessary, a revised request has been submitted by the sub-recipient, you can forward the
   reimbursement request or invoice to Accounts Payable (or approve online) for payment.

NOTE: most invoices/reimbursement requests do not include a large amount of detail, but, if something
does not appear right on the surface, our contracts allow us the right to ask the sub-recipient for back-up
documentation for specific budget line items- especially for high-risk or international agreements.