SUBRECIPIENT PAYMENT PROCESS

AGENDA

- Background
- Prime Contract Signed
- Sub Invoice Received
- Changes
- FAQs
- Questions
- Contacts

SUBRECIPIENT

- A subaward is for the purpose of carrying out a portion of a federal award and creates a Federal assistance relationship with the subrecipient.
  - Characteristics of a subrecipient
  - Has responsibility for programmatic decision making
  - Performance measured in relation to whether objectives are met
  - Responsible for adherence to Federal program requirements specified in the award
- Subrecipients require extensive monitoring
- Only allowed to incur F&A on the first $25,000 paid to subrecipient.
- Contractors – a procurement relationship to obtain goods or services. Contractors operate in a competitive environment and provide goods and services within their normal business operations. Receive full F&A.

PROPOSAL

- Subrecipients must be identified in the proposal budget. Most submissions require letters of support for each institution.
- A change in subrecipients may require agency approval.
- The addition or deletion of a subrecipient will often require a rebudget due to the impact to F&A.

CONTRACT RECEIVED – WHAT DO I DO NOW?

Route	Ensure	Enter
Route the request for a subrecipient contract through SoonerTrack	Ensure that the subrecipient is setup as a supplier	Enter subrecipient requisition in PeopleSoft

SUPPLIER JOB AIDS

Supplier Lookup

Supplier Onboarding

Supplier Address Update

REQUISITION ENTRY

- **Requisition Entry Job Aid**
- Make sure you select the correct supplier
- Ensure split between 921700 and 921800 is correct. This is accomplished by adding a line for the second gl account code.
- Routes to GCA for review
  - Total amount
  - Split
  - Correct Supplier

SOONERTRACK

- **Requesting a Subaward Out Job Aid**
- The routing triggers a contract to be initiated in ORA and risk assessment to be completed by GCA
- Based on the risk assessment, additional terms may be required in the contract
- If you are working with industry partners or small not-for-profits, you can anticipate that your subrecipient will have additional terms and conditions.

INVOICE RECEIVED - GCA



Invoices should all be sent to Grants and Contracts Accounting as noted in the award agreement.



GCA reviews the invoice to ensure that it is in alignment with the budget, F&A is calculated correctly, additional terms and conditions are complied with, whether cost share requirements are met and that items are allowable, allocable and reasonable.



GCA fills out the subrecipient checklist with the appropriate information and forwards the invoice and checklist to the department administrator.

INVOICE RECEIVED – DEPARTMENT

- If you receive the invoice directly from the subrecipient, it must be forwarded immediately to GCA.
- Once GCA sends the invoice and subrecipient checklist, the invoice needs to be received in PeopleSoft and the checklist signed by the Principal Investigator. Federal guidelines require that the invoice be in alignment with the work that has been performed.
- OU Job Aid - Receiving.pdf (ouhsc.edu)
- The completed checklist should be attached to the receipt submission.

CHANGE TO SUBAWARD AMOUNT

- Any change to the purchase order, whether it be an addition or deletion requires that a change order be processed.
- Any change to the amount to be paid to the subrecipient requires a modification to the award document and must be processed through ORA. The modification should be attached as documentation for the change order.

FREQUENTLY ASKED QUESTIONS



When does a PO automatically close? Can these be reopened and who can open them?

Purchasing has a batch close process that will close POs that have not had activity in 90 days. These can be reopened. Contact the contract specialist who worked the order so they can review and route to supervisor to reopen.



What is Accounts Payable reviewing on a subrecipient invoice?

AP needs to see the same information on a PO voucher that we need on a regular voucher. An invoice with a supplier name, invoice date, remit to address, amount to pay, and a description of the goods/services being paid for.

FREQUENTLY ASKED QUESTIONS



Is it possible to do a Regular, non-PO Voucher for a sub?

Possible yes, but that usually should not be happening. These should be routed on a requisition through Procurement and paid against the dispatched PO.



Are there any queries that can be run to identify how much remains available on each gl code line of a purchase order?

OU_PO_LINE_ACTIVITY_ALL- shows all PO line distributions and payments made even with fully paid and no remaining amount left.

OU_PO_LINE_ACTIVITY- shows the PO line distributions and payments made with a remaining amount not equal to zero.

QUESTIONS?



CONTACTS

- Purchasing
  - AskPurch@ouhsc.edu
- Grants and Contracts Accounting
  - GCA-subinvoice@ouhsc.edu
- Accounts Payable
  - AccountsPayable@ouhsc.edu