

9.0 SUBAWARD INVOICE ADMINISTRATION (09/09)

9.1 RECEIPT, REVIEW, PROCESSING & TOLERANCES OF INVOICES

9.1.1 The official mail address for invoices submitted under Institute subawards is:

Massachusetts Institute of Technology
77 Massachusetts Avenue
OSP Research Subawards Team
Building E19-604
Cambridge, MA 02139

The subaward administrator will review the invoice in accordance with the MIT Subawards Policies and Procedures Form 9.1A, Subawards Invoice Check Sheet. The completed and signed check sheet will be attached to the invoice, and then forwarded to the DLCs for review/approval. The DLCs will review the invoices from a technical point of view. For example: Are the costs reasonable or equivalent to the amount of progress (i.e.: hours)? A copy of the invoice check sheet will be filed in the subaward data folder. Following the DLCs' approval, the DLCs will forward the invoices to Accounts Payable Section (A/P) of the Controller's Accounting Office for payment.

9.1.2 Invoices with a subawardee name discrepancy from the name listed on the subaward or have incorrect, incomplete or no subaward number referenced will be reconciled/corrected by the Research Subawards Team prior to routing to the DLCs for review/approval and payment processing.

9.1.3 There is a **zero** tolerance on any invoices processed against a subaward issued by the OSP Research Subawards Team. In no circumstance shall the total authorized amount on the subaward be exceeded.