SUBCONTRACTS

Sponsored Programs Accounting
Role in Managing Subcontracts
Review Subcontract Invoice

- Expenses are within time period of subcontract
- Expenses are within the budget
- Check cumulative
- Check subcontract for documentation requirements
- Review for cost share requirements
• Once the invoice has been reviewed, Sponsored Programs Accounting will stamp the invoice reviewed, date and initial and send to the department contact.
• The Fund, Org, Account, and Program will be noted on the invoice.
• 1st $25,000 of the invoice will be coded 405775, amounts greater than $25,000 will be coded 405795 (for F&A calculations)
If there is an issue with the subcontract, we will contact the subcontractor and obtain the additional information needed.

If we do not have a subcontract or modification that supports the invoice, we will contact Sponsored Programs Administration.

We will hold the invoice until all issues are resolved.

If Subcontract is Not Approved
• Follow same review as regular invoices
• The Subcontractor and the Principle Investigator will complete a Subcontract Closeout Form before the final invoice will be released for payment.

The close out form will address the final invoice, final report, patent, and equipment. The invoice will not be released for payment until the Subcontract Closeout Form is signed by the Subcontractor and the Principle Investigator.
• The Principle Investigator should ensure that progress reports are received and/or deliverables have been met, before approving a subcontract invoice for payment.
• Complete the Subcontract Close out form as pertains to the Principle Investigator’s section.
• Certify/approve the subcontract invoice for payment on the restricted fund.
• When you receive a copy of the subcontract, make sure it agrees with what has been budgeted for in the award document.

• If you award a subcontract for more or less than is budgeted, please revise the MSU budget.

• If you are having issues with a subcontractor, please bring to our attention.
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