

**UCSD DISBURSEMENTS FAX TRANSMITTAL FOR
SUBRECIPIENT INVOICE TO BE PAID**

Attach this cover sheet to its corresponding invoice, and fax to UCSD Disbursements: **(858) 822-7497**

Please make sure that the fax transmittal form and its corresponding subrecipient invoice are faxed together.

FAX INFORMATION

From:	Subrecipient:
Total Number of Pages:	PO #:
Date Faxed:	Invoice #:
Phone #:	Invoice Amount:

SUBRECIPIENT INVOICE MONITORING

The attached invoice has been reviewed confirming costs for work performed are reasonable, allowable, and applicable, expenditure is within the parameters of the sub-award budget, and that costs were incurred during the period of performance for the award.

PI or Designee's Signature

PI or Designee's Printed Name

Date Signed

PLEASE PROVIDE THE DEPT CONTACT EMAIL ADDRESS _____

Only invoices that have signature approval of the responsible PI/designee should be faxed. We encourage you to retain the original of the reviewed and verified invoice for your internal departmental purposes.

Note: If the PI/Designee is not available to physically sign the transmittal form, an email approval is acceptable as long as it contains the PO #, invoice #, dollar amount, and subrecipient (supplier) name in the text.

INVOICES \$10K AND GREATER SIGNATURE APPROVAL – ONLY REQUIRED FOR IFIS POs

The following information is required in order to verify the receipt of goods or that the services have been performed. This differs from the above responsibility and is required by UC policy for payment.

- Write, stamp, or provide a statement indicating approval for payment.
- A person with signature authority must sign, print name, add telephone number, and date.

Note: Electronic/Digital signatures are not acceptable due to security risks.