

Subrecipient Invoicing Requirements

Subrecipients must submit invoices for allowable costs under this agreement. Invoices should be emailed to invoice@mtsu.edu, with subawards@mtsu.edu copied, and to any additional contacts listed for invoicing in Attachment 3A. The subaward number must be included in the subject line.

If email submission is not possible, invoices may be mailed to:

MTSU Accounting Services

CAB 106
1301 East Main St
Murfreesboro, TN 37132

For international wire payments, subrecipients should provide wire instructions via email to invoice@mtsu.edu.

Invoice Information

Each invoice must include:

- Subrecipient name and address
- Invoice date
- Invoice number
- Subaward number
- Purchase order number
- Summary of expenses, including budget, current expenses, year-to-date expenses, and balance, organized by budget category
- Amount payable
- “Bill To” entity listed as Middle Tennessee State University (MTSU)
- Handwritten invoices must include the subrecipient’s signature

Submission Frequency

- Invoices should be submitted monthly at most, and at least quarterly.
- Even if no expenses have been incurred, a \$0 invoice must be submitted quarterly to confirm that no costs exist and to remain in compliance.
- Failure to submit invoices on schedule may result in early termination of the subaward.

Fiscal Year-End Invoicing

- All invoices for services rendered as of June 30 each year that have not yet been billed must be submitted by July 14 to ensure payment before year-end closing.

- If no unbilled expenses exist, a statement confirming that there are no outstanding expenses must be submitted in place of an invoice.
- If subrecipients are unable to meet the deadline, they must submit an estimated invoice for accrual purposes, including the anticipated date of the finalized invoice, to satisfy this requirement.
- Failure to submit any of the items listed above will result in the subrecipient being out of compliance and may lead to early termination of the subaward.

Final Invoicing

- Please reference the “Terms and Conditions” of the subaward agreement for final invoice requirements and due date.
- Final invoices will be held for payment until all subrecipient deliverables are completed.
- Once deliverables are completed, please notify the administrative contact listed in Attachment 3A to initiate payment processing.

Questions

All inquiries regarding subrecipient invoicing should be directed to subawards@mtsu.edu to ensure a prompt response.