Grant Subcontract Invoice Payment Procedure to State Agencies:

Initial Set-Up:

Once the executed sub agreement is received from ORSP, the department will create a PR in MarketPlace, under the non-catalog form, for the total amount of the subcontract agreement with State Agency. The procurement methodology will be determined by the buyer. The purchasing requisition will be processed through the established workflow in MarketPlace. GCA approval of the purchasing requisition is part of the established workflow. A PO will automatically be generated, and the PO information will be exported into UMS.

Process for Payment:

1. The department receives the invoice (along with IDT) directly from the sub-awardee:
   - If everything looks acceptable, the designated department contact or PI will approve the invoice by signing his or her name and date. In addition, the PO number should be written on the invoice and IDT. **The IDT MUST BE SIGNED.**
   - Department then scans the invoice and IDT and e-mails it to their grant administrator for approval. At this point, the department should go into MarketPlace and receive only the amount of the invoice and not the entire PO amount.
   - Once the invoice is approved by the GCA grant administrator, the invoice and IDT will be scanned and attached in MarketPlace by the GCA Grant Administrator using the Comments section and include a comment to the Purchasing Buyer. MarketPlace will forward and e-mail to the Purchasing Buyer.
   - Purchasing will “decommit” the invoice amount from the PO and forward the invoice and IDT to Controller’s Office – Cash Management (idt-payable@musc.edu) for payment.

2. Grants and Contracts Accounting receives the invoice (along with IDT) directly from the sub-awardee.
   - GCA will approve the invoice, scan the invoice and IDT, and e-mail it to the departmental contact person.
   - If everything looks acceptable, the designated department contact or PI will approve the invoice by signing his or her name and date. In addition, the PO number should be written on the invoice and IDT. **The IDT MUST BE SIGNED.**
   - The department will scan the invoice and IDT and attach it in MarketPlace using the Comments section and include a comment to the Purchasing Buyer. MarketPlace will forward and e-mail to the Purchasing Buyer. Once this process is completed, the department should go into MarketPlace and receive only the amount of the invoice and not the entire PO amount.
   - Purchasing will “decommit” the invoice amount from the PO and forward the invoice and IDT to Controller’s Office – Cash Management (idt-payable@musc.edu) for payment.
3. The invoice from the sub-awardee is less than $1,000.00.

- Per state policy, state institutions are not to pay invoices which are less than $1,000.00 to other state agencies that are not in SC Enterprise Information System (SCEIS) with an IDT. They require checks to be written to the institution.

A. In this case, the department will receive the invoice first. (If GCA should receive the invoice first, it will be forwarded to the department contact.)

- If everything looks acceptable, the designated department contact or PI will approve the invoice by signing his or her name and date. In addition, the PO number should be written on the invoice.
- The department will attach the invoice in MarketPlace using the comments section.
- The department will forward the invoice directly to AP via e-mail (acctspayable@musc.edu).
- AP will enter the invoice amount in MarketPlace and save it. MarketPlace will generate an e-mail that is sent to the GCA grant administrator.
- The GCA grant administrator will approve the invoice in MarketPlace. Once this is done, AP will write a check and mail it to the sub-awardee.

If the subcontract invoice does not have an invoice number on the invoice, the department will need to assign an invoice number. The invoice number should have the project number (5 digits) followed by two or three letters of the subcontractors name (e.g. University of South Carolina would be USC), followed by the month (3 letters) and year (last two digits) the invoice covers. Example: 88889USCAPR13