Office of Contract Administration (OCA) and Information and Technology Services (ITS)
Subrecipient Invoice Approvals
Consolidated Step-by-Step Guide for SAPOCs and PIs

> **Disclaimer**: Please be advised that this is a consolidated version of the ITS step-by-step guide. It is meant to provide a **quick overview** of the essential steps of the process and is not meant to be comprehensive. This guide **should not replace a complete review of the voucher, including attesting to the work being performed by the subrecipient**, in compliance with the U-M Standard Practice Guide, Uniform Guidance, and sponsor requirements.

Step 1

All Single Administrative Points of Contact (SAPOCs) and Principal Investigators (PIs) on Project/Grants (P/Gs) with purchase orders originating from the Office of Contract Administration (OCA) will receive a **system notification email** with a hyperlink to approve invoices from subrecipients in the M-Pathways Financials System. Invoice approvals may also be accessed via the **Worklist**.


Step 2

Review all of the information in the approval framework within the M-Pathways Financials System, including confirming that the work associated with the voucher has been performed by the subrecipient. Use the Concurrence Receipt/M-Pathways Financials Approval Framework Crosswalk document to assist with finding the relevant information.
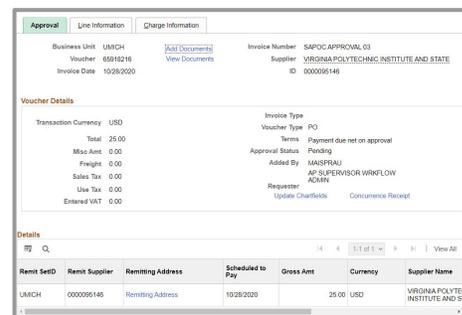

Step 3a – SAPOC

Approve or **Hold Payment** depending on whether the voucher information is correct and the work has been performed by the subrecipient. When holding payment, select "Dispute subaward/hybrid paymnt" from the **Reason** menu, and **Add Comments** explaining the reason for holding the payment.
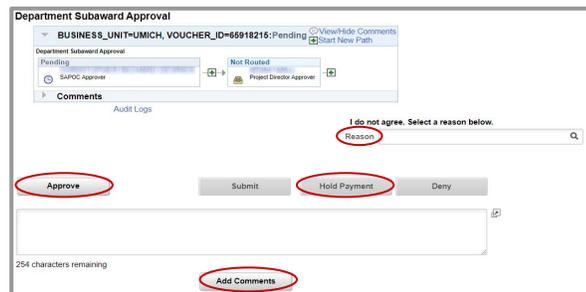
Step 3a – PI

Approve or **Hold Payment** depending on whether the voucher information is correct and the work has been performed by the subrecipient. When approving the voucher, the PI must also agree to the attestation. When holding payment, select "Dispute subaward/hybrid paymnt" from the **Reason** menu and **Add Comments** explaining the reason for holding the payment.
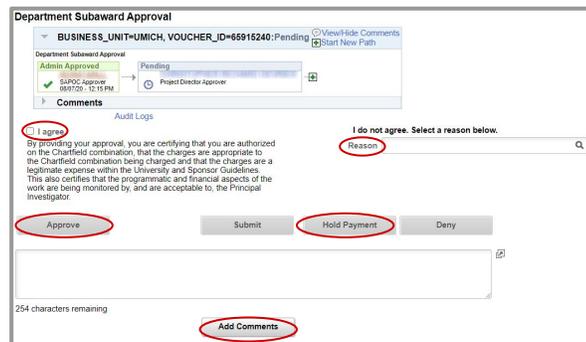
Optional Step

To add approvers to the workflow, either the SAPOC or PI may use the ➕ button. See the ITS step-by-step guide for more information.

Additional Resources

- Navigate Webinar Recording and Resources
- Overview of Changes Document
- Sample "Approval Needed" Email