To:

From:

RE: Subcontract Invoice for PI review and approval

Emory PI: ____________________
Emory project: ____________________
Emory Smart key: ____________________
Emory Express PO: ____________________

Type of Sub agreement: Circle one NEW OLD

**NEW = assigned PO in Emory Express. Signed invoice must be uploaded into Emory Express by the Business Services Office

**OLD = Dept enters payment in Emory Express

Attached is a subcontract invoice number _____________ $ ___________ for PI review and approval.

The subcontract has been reviewed and initialed by the Business and Finance Office to verify:

- the invoice total
- the invoice FAC is calculated correctly
- the invoice does not exceed the approved subcontract total
- amount to pay is circled with smartkey and account code identified (77600 or 77610)

If the PI does not agree with the current invoice total or would like to hold the payment due to delayed deliverables, please contact the Business and Finance Office as soon as possible.

If the PI agrees with the current invoice total,

If OLD is circled above: the dept must enter the payment in Emory Express
If NEW is circled above: please return approved invoice to Carolynn Miller, Room 846. Carolynn will upload the approved invoice in the Emory Express system against the assigned PO and will release the payment to the subcontractor.