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M E M O R A N D U M

TO: Auxiliary Operations

FROM: Gary K. Ostrander, Vice President for Research

DATE: February 27, 2015

SUBJECT: Late Invoices/Billings to Sponsored Projects

Sponsored Research Administration monitors compliance with fiscal and reporting requirements for contract and grant activities administered by the Office of Research per Florida State University Policy 4-OP-D-1 Auxiliary Operations.

In order to ensure that auxiliary costs incurred on sponsored projects follow federal guidelines for reimbursement by the sponsor, the Auxiliary Operation has a responsibility to invoice the contract or grant in a timely fashion. Any auxiliary invoices which exceed 90 days from the month the costs were incurred will not be approved for payment on a sponsored project.

Therefore, we strongly encourage auxiliary invoices be submitted to the receiving department for payment within 30 days following the month the costs were incurred.