

Sul Ross State University
Business Process Analysis – Finance Module

Process Name: Grant – Sub-Awardee Payments

Date: 9/15/05

Time: 11:00 am

Location: SRSU Executive Conference Room

Participants: John Young, Cindy Johnson, Patty Roach, Kevin Urbanczyk, Anita Wright, Kendall Craig, Tanya Romero

Session Lead: John Young, Visio; Tanya Romero, Narrative

Narrative/Description: Invoice received by PI/PD. PI/PD reviews to ensure that expenditures reflect progress reports being submitted. Is the invoice approved by PI/PD? If the answer is yes, PI/PD signs and forwards invoice to Grant Accountant for payment. Grant Accountant ensures that sub is not over budget. Invoice is sent to accounts payable for payment. If the answer is no, PI/PD contacts sub to resolve issues. Grant Accountant is notified of problem and possibly told to hold payment. If the problems are not resolved, SRSU decides how to proceed and contacts grantor.

Electronic Inputs: None

Manual/Paper Inputs: Invoices from sub.

Key Decision Points (list all): Is invoice correct and reflect sub reports.

Related Policy(s): None

Interface to Other Systems: Excel

Web Features: None

Electronic Outputs: None

Manual/Paper Outputs: Check

Customer(s): sub-awardee, grantor

Regulatory Items: State regulations, Grantor regulations

Frequency/Volume: 100 annually

Potential Break Points: Invoice does not reflect progress reports, invoice not submitted, issues with progress report or objectives.

Automation: None

Issues: Invoice is not consistently sent to PI/PD, which may cause delays in the review and approval process. Budget is not always checked against invoice. Need to standardize what supporting documents need to be included with invoice.