

# Invoice Processing & Payment Process (30 Sept 2024)

**Key:**

**PI:** Principal Investigator; **AS:** Accounting Specialist; **RL:** Research Liaison; **Grant Acct:** Grant Accountant; **NHS:** Nat & Health Sci; **HSS:** Humanities & Soc Sci; **EBS:** Ed & Behavioral Sci; **PVA:** Perform & Vis Arts; **MCB:** Monfort Coll of Business

Invoice  
Received by  
Post-Award

May be received by:  
Grant Acct/Jeff Martin  
Post-Award Team  
Post-Award e-mail  
PI

w/in 3 business days

Invoice Reviewed by Director of Sponsored Programs,  
for appropriateness & availability of funding

w/in 3 business days of review  
of invoice

Seek PI Approval if invoice is from Subaward

Save/Forward to Post-Award Invoice folder to the  
responsible party to upload into Xtender/  
Request for Payment view

w/in 3 business days

Invoice from PI  
in NHS or HSS  
**Meggen  
Kimball**

Invoice from PI  
in EBS, PVA,  
MCB, Libraries  
**Marylou Smith-  
Dischner**

Invoice from PI  
Non-Academic  
Units

**\*\*All parties responsible for  
steps in processing should  
check folders preferably  
daily, but minimally every  
48h**

**Communicate with PI and  
Accounting Specialists to  
address questions, as necessary**

Once in Xtender, invoice moves to Grant Acct/Jeff Martin  
for Review and payment by Accounts Payable