

## **Subaward payment processing change in the Office of Research Administration**

Beginning immediately (March 24, 2017), newly issued subawards will be processed using purchase orders. The Office of Research Administration (ORA) will enter the requisitions—nothing additional is required of Principal Investigators or departments.

Existing subaward payments will continue to be processed on a remittance voucher until July 1, 2017. Beginning July 1, all subawards not currently on purchase orders will be issued a purchase order for the remaining balance.

This change will encumber subaward expenses in SOARFIN and will allow USM to take advantage of additional functionality as SOARFIN improvements are made.

ORA will continue to receive the invoices and send them to the signature authority for their approval. The original invoice with PI approval will be returned to ORA for processing.