



The University of Georgia

Sub-Award Payment Form

Date: _____

This completed form, along with relevant invoices and payment documentation, should be scanned and uploaded as a comment in UGAmart on the purchase order. This comment should be addressed to cadmin@uga.edu

Table with 2 columns: Vendor Name, Invoices Address

Payment Information

Authorization for payment of Sub-Award Number _____

Issued to vendor _____

Attached is a copy of invoice(s) from the vendor detailing purpose of payment in the amount of \$ _____ regarding the Sub-Award Number referenced above.

(Please complete EACH field to expedite payment.)

Please do not mark payment requests "final" unless you are 100% certain there will be no future invoices. Requests marked "final" will have their POs closed.

Table with 5 columns: Invoice Number, Amount, Partial or Final, Project ID*, Activity Code

*Use Project ID AND Activity Code for ALL requests

If the service included on the attached invoice(s) has been received or performed and payment is in order; please sign, date, and place this form on top of any other documents.

As a University of Georgia employee, I have examined the items received as shown on the invoice(s) listed above, and do hereby certify that they are the same items as to specifications, kind, quality and quantity as shown on the above referenced Sub-Award Number. For subcontract payments on restricted accounts: the costs invoiced are in the approved budget, and any outstanding technical requirements are current

Direct Dept. Inquiries To: _____ Phone: _____

Principal Investigator (PI), Delegated Authority or Vice President Signature _____ Date _____

Printed Name and Title of Signature Above _____

Department Head, Dean or Director Signature (must be different than above signature) _____ Date _____

Printed Name and Title of Signature Above _____