

### **Subcontract Invoice Checklist**

- Is it addressed to Northwestern?
- Does the budget or funded amount match ours?
- Invoice number, is it in line with previous invoices?
- Is the period of performance within the agreement?
- Have they invoiced for all the months of the agreement?
- How much is due? Within the amount funded?
- Does our cumulative match theirs?
- Do the milestones or expense categories match the agreement or make sense?
- Is there a certification on the invoice? Is it signed?
- Does the known work support the expenses billed?