From: Miller, Denise
To: Axelrad, Don
Subject: Invoicing info
Date: Wednesday, February 11, 2009 12:40:46 PM

Don - an additional note on invoicing. For all except the final invoice for a contract (or task/project), the contract manager signs, her/his supervisor then signs indicating separation of duties (hence Russ here), and those are the only signatures required. The cover form indicates this (check box for if final or No, with instruction that if Yes, BC signature needed). Signatures notwithstanding, it is necessary for all invoices, as was done for SP664 and SP676, to work with the paying cost center budget staff to ensure the payment is tagged to the appropriate source (i.e., to obtain the correct funding source info for the cover form).

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