

OPCA Invoicing Guidelines:

The goal of OPCA invoicing information is to have transparency and accountability for how the funding is being spent.

- Quarterly invoicing is required for all projects and should contain all expenses that occur within the reporting period.
 - The submission of \$0 invoices should only happen if there were truly no expenses on the project, including no salaries.
 - Expenses will only be approved if they occurred within the latest two quarterly reporting periods (6 months prior to invoice due date). All expenses that are submitted beyond that period will require individual justification for the delay.
- The category for which an expense falls into (i.e. Personnel, Supplies, Other Direct Costs etc) and the date the expense occurred must be easily identifiable or include separate expense-specific written justification.
 - This includes when funds are transferred from other awards; if financial systems force some expenses to be reported as “Transfers” without identifying information, we will require information on what these transfers cover and when payment occurred.
 - If funding needs to be moved between categories, submit a project modification form 3 months in advance. We will not approve expenses that are over 10% of the category budget.
- Fixed-price subaward agreements can be submitted as expenses as soon as agreements are established. This allows for early processing and makes reimbursement simpler on all ends.
- No-cost extensions are often an option if there are any doubts about spending funding on time. Reach out to OPCA 4 months prior to the close of an award to request an extension.
- Consult your Executed Agreement and Institution-specific Terms and Conditions regarding any other conditions.