

Date

Name

Title

Institution

Street Address

City, State ZIP

Subject: Tennessee Tech University Subrecipient Monitoring

Dear _____:

Tennessee Tech University (TTU) employs a risk based approach to subrecipient monitoring and reviews all subawards on Federally funded projects. Your institution has been identified by TTU as requiring further inquiry due to inconsistent invoicing. Invoices are not being received in a timely fashion and do not reflect the degree of completeness that we require in order to submit our financial reports. (specific wording inserted here depending on the problem identified)

Please note that your invoices should include a breakdown of expenses incurred by category for the period being invoiced and a total of the expenses incurred for the project period. Invoices must be submitted within 45 days of the period covered by the invoice. The final invoice is due within 60 days after the end date of the period of performance. (specific wording inserted here depending on the problem identified)