Subaward Agreement Process

SAM Office

Fully Executed Agreement

Subaward Commitment Form, up-to-date The Subrecipient must return an executed **Purchase Order Approved Agreement Drafted** budget reflecting award reductions and agreement to the SAM Office in order to have a valid agreement and begin scope of work must be completed and SAM Office receives all needed Purchasing reviews requisition sent to SAM Office to begin this process. submitting invoices for payment. information and creates draft and creates purchase order subinv@mailbox.sc.edu Visit the SAM website for additional agreement based on the risk level number. information. and PRIME award terms. \lesssim PI and subrecipient determine timeline 2-3 weeks 2-4 weeks 2-3 weeks 1-2 weeks <u>SZ</u> \circ \bigcirc olol \circ \circ **Subrecipient Supplier Purchase Requisition Agreement Signed** Registration Submitted The SAM Office reviews for accuracy and sends the agreement to the Controller's Office submits Must complete registration as supplier Subrecipient and PI for final review in PeopleSoft Finance. For additional requisition request to Purchasing. and approval. information, please reach out to apsupplr@mailbox.sc.edu.

* These are suggested time frames, and they can vary. Please reach out to your <u>SAM Administrator</u> with questions or for updates.

Required Subrecipient Forms