

Course Name	Delphi eInvoicing System Training: Grant Reviewer/Approver
Operating Administration (OA)	NTSA



OA Process Recommendations:

At various points within the Delphi eInvoicing System training, you will see yellow boxes containing the caption "OA Process Recommendation". These captions highlight functionalities and processes within the system that may be used differently by each OA.

1	Auto-Approval: Most OAs will not use auto-approval. For OAs that do use auto-approval, the predefined auto-approval percentage thresholds can vary across OAs and grant programs; refer to the OA for which you review invoices for more information on their policies and procedures.
OA Process Recommendation: OA will NOT use the auto-approval function	
OA Policies and Guidelines: The COTR will be the reviewer/approver for discretionary grants and cooperative agreements. Contracts or a Contracting Officer's Representative (COR) may be included in the review and approval process on certain agreements.	
2	SF270/271: Please refer to the OA for which you review invoices to determine whether the grant recipient is required to submit the SF270 or SF271 Form (or other form), as well as how to populate the fields within the applicable required form.
OA Process Recommendation: The grant recipient should submit the SF270 form	
OA Policies and Guidelines: The grant recipient should submit the appropriate request for reimbursement per their agreement.	
3	Attachments: Please refer to the OA for which you review invoices to determine which types of attachments the grant recipient is required to submit as backup documentation in order for the invoice to be approved.
OA Process Recommendation: Refer to agency Policies and Guidelines for specific instructions	
OA Policies and Guidelines: The grant recipient should submit the appropriate supporting documentation per instructions of their agreement.	

4	Rejection Comments: Please refer to the OA for which you review invoices for specific guidance regarding what to include in the Comments section for invoice rejections.
OA Process Recommendation: Refer to agency Policies and Guidelines for specific instructions	
<p>OA Policies and Guidelines:</p> <p>Rejection may occur for the following reasons:</p> <ul style="list-style-type: none"> -Non-delivery (i.e. performance and deliverables) -Failure to submit request for reimbursement in accordance with the agreement -Performance does not meet the terms and conditions of the agreement -The request for reimbursement is not within the established budget -The request for reimbursement is outside the period of performance 	
5	Redistribution: Please refer to the OA for which you review invoices for specific guidance regarding the use of redistribution of funds on an invoice; some OAs will opt not to use this functionality.
OA Process Recommendation: OA will NOT use the redistribution function	
<p>OA Policies and Guidelines:</p> <p>The grant recipient should submit the appropriate request for reimbursement per their agreement.</p>	