Effective September 29, 2017, the University went an electronic approval process for subaward payments. The subrecipient needs to email the invoice for payment to Accounts Payable Services (APS) directly at APPOinvoices@uky.edu. This will route the invoice electronically through a workflow for each required approval, and then a check will be sent.

Please submit invoices associated with UKRF Subaward No. 3xxxxxxxx-xx-xxx/Purchase Order No. 78xxxxxxxx via email to APPOinvoices@uky.edu. Neither hard copies nor invoices submitted to an email address other than the address listed above will be processed for payment.

Please ensure Purchase Order No: 78xxxxxxxx is included in the subject line of the email going forward. Please submit the invoice and verify the following information is included:

1. Purchase Order Number
2. UKRF Technical Representative
3. Invoice Number
4. Invoice Period
5. Invoice Date
6. Project Budget Period
7. Categorical Breakdown of Current and Cumulative Expenses
8. Cost Share Expenditures (if applicable)
9. Certification Statement
10. Signature of Signing Official
11. Remit to Information