Purpose

University of Maryland, Baltimore’s billing policy requires that invoices be created timely and accurately to ensure prompt receipt and application of the customer payment. SPAC (Sponsored Projects Accounting and Compliance) billing teams are responsible for the timely creation and submission of invoices to the sponsors.

Only SPAC is authorized to create sponsored invoices for the University, which in turn creates the accounts receivable due from the sponsor in the financial book of record. The purpose of this procedure is to outline the information required when a department creates its own invoicing template for volume or milestone billing for Sponsored Projects.

Applicability

This applies to all departments’ personnel responsible for the oversight and creation of sponsored volume and milestone invoicing which does not use the SPAC invoicing template from UMB’s financial system.

Process

### SPAC creates Cost, LOC (Letter of Credit) and Schedule billings based on the award terms. The timing of volume and milestone bills are determined by the department because they are the only party that knows when these billing points are met. A procedure has been put in place for these types of bills to ensure that SPAC is receiving notification that these critical volume or milestone billing events are met, guaranteeing that the accounts receivable is posted. The department should utilize the Administrative Systems Tutorials (UPK’s) “Creating Volume-Based Billing Events” to create the invoice event in the system.

Through this process, SPAC is either instructed to create the invoice and send to the sponsor on the PAC system invoice, or a department utilizes a self-developed template that is required by a sponsor. These department-created invoices are either sent by SPAC or by the department (RRO- record receivable only). In these instances where the department creates the invoice, **the department MUST upload a copy of this invoice to the event that they create in the financial system.**

Note: There should not be any Cost, LOC or scheduled billings required to be billed directly by the department. Contact your appropriate team if you think you have an exception. The SPAC team will provide you with detailed instructions on how to proceed. There should never be an invoice created for a sponsored project that does not come through the SPAC office utilizing the appropriate procedures.

SPAC requires that information which identifies the open receivable be included in these department created- invoices to ensure prompt receipt and application of the sponsor’s payment(s).

This includes three (3) areas:

* Invoice Numbering Nomenclature
* Payment Instructions
* Collection and Accounts Receivable Contact

Invoice Number: **must start** with the UMB award number accompanied by a specific identifier at the choice of the department. For example: if the invoice is related to Award # 1903562, then the invoice number should start with the numbering 1903562.

[Make Checks Payable to](https://www.umaryland.edu/spac/sponsored-projects-accounting-and-compliance-spac/about-the-office/spac-banking-information/): All checks must be made payable to “University of Maryland, Baltimore.” The payment address is PO box 41428, Baltimore, MD 21203-6428

 Note: We do not post our ACH information on the SPAC Banking information site, please contact spaccollections@umaryland.edu if you require this information.

Collections and AR information: Include the SPAC Collections team’s information below:

* Submit all payment remits to: spaccollections@umaryland.edu
* For questions: Call 410-706-3806
* **Please reference the Invoice number and PI on all payments. *For Clinical Trial payment identification purposes****, please list the project title or protocol number.*

**Related Policies:**

 **Sponsored Projects Accounting and Compliance Contract & Grant Billing**

 **Sponsored Projects Accounting and Compliance Collections**

**Related Procedure:**

 Creating Volume-Based Billing Events