

GENERAL CONTRACT INVOICE REVIEW AND APPROVAL FLOW

Step 1: Invoice Submission - Vendors submit invoices to NRC for completed tasks under an agency contract or order for payment.



Step 2: Invoice Receipt - OCFO receives invoices and provides copies of invoice information to the appropriate Contracting Officer's Representative (COR) and Contracting Officer (CO) for review and approval.



Step 3A: Initial COR Invoice Review – The COR reviews invoice submission to ensure that it complies with applicable NRC Billing Instructions, includes complete information, and is otherwise proper. If not, the COR rejects the invoice, and then returns it to the vendor for resubmission within 5 calendar days of receipt from OCFO. The COR should also contact OCFO that the invoice has been returned to the vendor.



Step 3B: COR Invoice Review – The COR verifies that deliverables or services billed were inspected and accepted. The COR conducts a thorough review of the invoice submission to ensure completeness and accuracy of the information, and may contact the contractor for additional information or clarification. The COR then approves or disapproves billed invoice costs within 7 calendar days and forwards the information to the CO for consideration, including recommended fixed-fee holdbacks in excess of 85 percent.



Step 4: CO Invoice Review – The CO reviews the recommendation of the COR, including any comments, and reviews the invoice submission to verify information such as indirect cost rates and application, and allowability of costs. The CO approves or disapproves billed costs within 3 calendar days and provides notification to OCFO and the vendor.



Step 5: OCFO Authorizes Payment – OCFO makes payment to the vendor for invoiced costs based on the COR's and CO's approval and transfers any fixed-fee holdback amounts to the 2130 account.