

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.



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 should request source documentation, as appropriate, depending on contract type, contract mechanism, and complexity of contractual arrangement. 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. CORs are encouraged to work collaboratively through “multi-office coordination,” especially when using enterprisewide contracts or other types of (umbrella-like) indefinitely delivery contracts.



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



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.