



Closure of Subaward Purchase Orders

Office of the Controller

Purpose

The purpose of this resource is to define a standardized process for requesting the closure of subaward POs. It was established through collaboration between the Controller's Office, the Office of Sponsored Awards Management (SAM), and the Purchasing Department. To ensure proper management of subawards and appropriate project closeout, departments should follow this process accordingly.

PO Requisition

Once the SAM Office creates a draft subaward agreement, it forwards a request to the Controller's Office for the accompanying PO. The Compliance Team then submits the requisition in PeopleSoft Finance, which flows through the established workflow approval process before being dispatched. See the [Subaward Agreement Process graphic](#) for additional detail.

PO Closure

When a project nears closure, the department should coordinate with its subrecipients to ensure final invoicing requirements are met, as specified in the associated subaward agreement. The Post Award Accountant, from Grants and Funds Management (GFM), will confirm with departments that all expenses are final and all subawards have been paid in full. The department is responsible for providing this confirmation. The Compliance Team will be included on this correspondence and will complete a concurrent, secondary verification to confirm no known record of outstanding invoices exists (e.g., pending payment, approval, issue resolution, etc.).

After appropriate confirmations have been received, any open encumbrances have been reduced, and any outstanding items have been addressed, GFM will direct the department to request closure of the PO. The department should then forward the correspondence to the Purchasing mailbox (purchase@mailbox.sc.edu), along with an explicit request to close the subaward PO.

Monitoring of Expenses

As a reminder, it is ultimately a departmental responsibility to ensure all expenses have posted to a sponsored award timely and prior to the deadlines specified by the sponsor and within the subaward. Adhering to these requirements ensures compliance and protects the University's status as a low-risk grantee.

Thank you,
Controller's Office Compliance Team