Title: Quarterly Enrollment Invoices SOP
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Document History:

Version	Version Date	Approved by	Version Approval/ Effective Date	Summary of Changes
1.0	10/17/2024	Lauren Allen, Operations Director	10/17/2024	Initial version

Document Review Schedule: Quarterly

Purpose

This Standard Operating Procedure (SOP) establishes a clear and efficient process for the distribution and processing of quarterly enrollment and follow-up payment invoices for METRC study teams and participating sites. It ensures consistency in communication, documentation, and financial tracking across all studies, supporting timely and accurate payment to participating sites.

Scope

This SOP applies to all METRC study teams responsible for generating, distributing, and processing quarterly enrollment and follow-up payment invoices. It includes the steps for reporting, batching, submitting, and approving invoices, as well as payment processing and tracking.

Audience

This SOP is intended for METRC study teams, Principal Investigators (PIs), Project Directors (PDs), the Departmental Budget Analyst, and other stakeholders involved in the distribution, approval, and processing of quarterly enrollment invoices.

I. Invoicing Process

Invoice Report Distribution

1. Study Teams will distribute the quarterly invoice reports to sites for each METRC study.

2. The invoice report will cover the payment owed to the site for the specified quarter. Quarters are relative to the standard calendar year, e.g., Q1= January 1- March 31.

3. Use the template message provided below or draft a personalized message to notify the sites.

Batched Report Submission

1. After sending the invoice reports to sites, Study Teams will send a batched email to the Departmental Budget Analyst (cc the Study PI and Operations Director or designee) for each study, including all invoice reports.

2. Use the following subject line format for the batched email:

   o To Pay - [Study Name] ([SAP Grant Number]) [Quarter] Enrollment Invoices

   o Example: To Pay - NSAID (137181) Q3 2024 Enrollment Invoices.

3. Attach all invoice reports for the study in a single batch email. For studies with many sites, use a ZIP file if necessary.

Payment Processing

1. Upon receipt, the Departmental Budget Analyst will process the invoices for payment and return them to the Study Teams with a completed cover page.

2. The Study PI (or authorized representative) will sign and date the completed invoices as approval.

3. The Departmental Budget Analyst will complete the payment processing once the signed invoices are received.

II. Approvals and Authorization

Authorization for Signatures

1. The Study PI is responsible for approving and signing invoices.

2. PIs may authorize a Project Director (PD) to apply the PI's signature. This authorization must be documented separately to ensure compliance.

PI or Authorized Representative

1. Signed and approved invoices must be returned to the Departmental Budget Analyst promptly to complete the payment process.

2. Sites should receive payments within 4-6 weeks of invoice submission.

III. Communication and Tracking

Template Message for Sites

- **Subject**: [Study Name] Quarterly Enrollment Invoices – Payment Report

- **Message**:

  Dear [Site Name],

Attached you will find the invoice report showing payment that is owed to your site for [Study Name] enrollment and follow-up, for the period [Quarter Dates]. We are working with our finance team to process these payments; you do not need to sign and return the invoices.

What you need to do:

1. Review the attached invoice report for accuracy.

2. If anyone else at your site needs to receive these reports in the future, please let us know so we can update our distribution list.

Payments should arrive within 4-6 weeks. If you have any questions, feel free to reach out.

Best regards,
[Your Name]

III. Integration of Legacy SOPs

Not applicable.

IV. Document Dissemination and Training

- This SOP will be distributed via SharePoint, and relevant personnel will be notified via email.

- Training is not required for this SOP, but team members are expected to review and follow the procedures.

V. Terms & Abbreviations

- PPM: Policy and Procedure Manual

- SOP: Standard Operating Procedure

- PI: Principal Investigator

- PD: Project Director

- Departmental Budget Analyst: The METRC staff member responsible for processing invoices and payments

VI. References

Not applicable.