Regional Consultants Pay

Regional Consultants Pav

Invoices sent to Business Director

Project Manager

Confirms \$ amount and invoice task assignment in PITS approves

Business Director

Receives, and date stamps and adds approval stamp on Designer Payment Screen enters tasks that the payment should be assigned to

Regional consultants / task, and reimbursable enters into **PITS** as Basic Services

Enters SBC #, Charge to Campus, Charge to SBC Project

Business Director

Enters /up loads invoice and enters **Project Managers** approved dates into **PITS**

and

Enters sent to Finance date

Finance

Acknowledges adjustments, if any; re-audits; makes appropriate entries in **Edison**

and sends register to **TSSBA** or **Finance Accounts** requesting disbursement enters warrant date

into PITS for

Designer Pay

Finance Accounts

Issues payment though Automated Clearing House or by warrant

Finance

creates LGIP draw down when Institution funds are involved
Creates LGIP draw down from Edison Account Receivable module Treasury
performs the recharge of Funds between Funds 31 and Campus LGIP
account

No Accounts Receivable is created when funding is State on Bond \$