

Vendor Billing

Vendor Billing General Encumbrances

(For Purchase, Requisition, and Local Purchase Orders)
For goods or service on purchase order
PITS encumbrances

Business Director

Confirms receipt, **Project Manager** approves invoice, forwards to **Finance** for payment process

Finance

Initiates payment process and payment in PITS General Pay Acknowledges adjustments, if any; re-audits; makes appropriate entries in **Edison**

Payment records are kept in **Edison** paper copies of invoices are shredded after payment

and sends A.P. Vouchers to TSSBA or Finance Accounts requesting disbursement

Accounts Payable

Issues payment though Automated Clearing House or by warrant

Finance

receives notice of **LGIP** draw down when **Institution** funds are involved