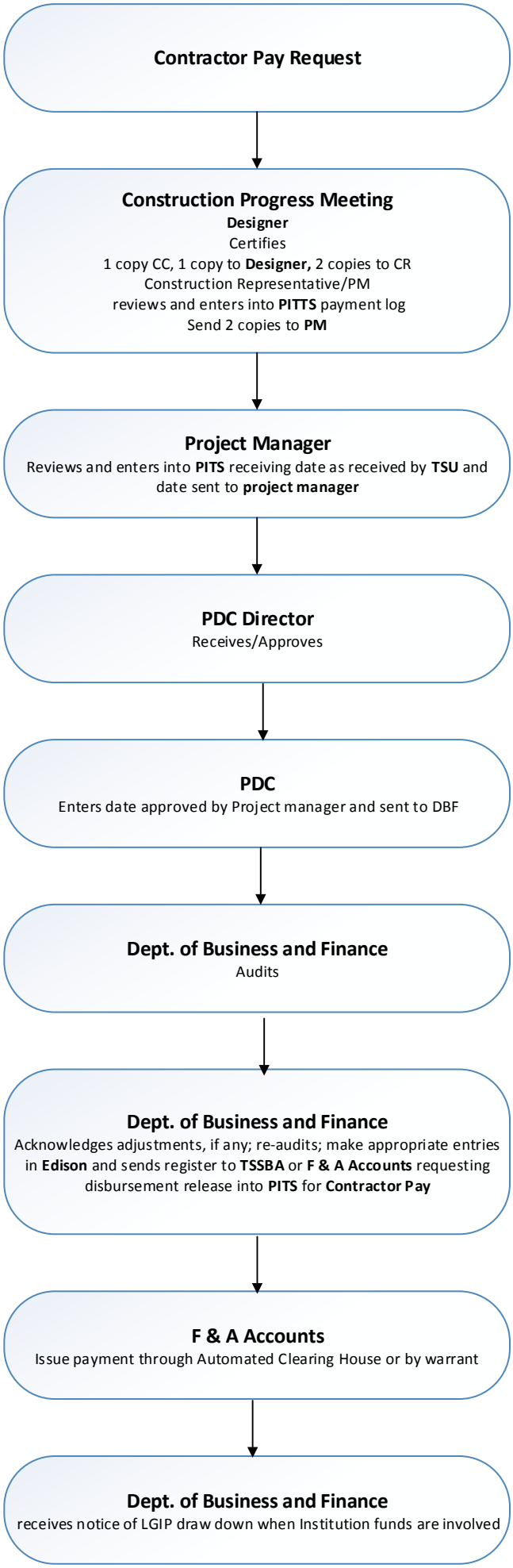
Contractor Pay Request
Construction Progress Meeting
Designer
Certifies
1 copy CC, 1 copy to Designer, 2 copies to CR
Construction Representative/PM
reviews and enters into PITTS payment log
Send 2 copies to PM
Project Manager
Reviews and enters into PITS receiving date as received by TSU and date sent to project manager
PDC Director
Receives/Approves
PDC
Enters date approved by Project manager and sent to DBF
Dept. of Business and Finance
Audits
Dept. of Business and Finance
Acknowledges adjustments, if any; re-audits; make appropriate entries in Edison and sends register to TSSBA or F & A Accounts requesting disbursement release into PITS for Contractor Pay
F & A Accounts
Issue payment through Automated Clearing House or by warrant
Dept. of Business and Finance
receives notice of LGIP draw down when Institution funds are involved