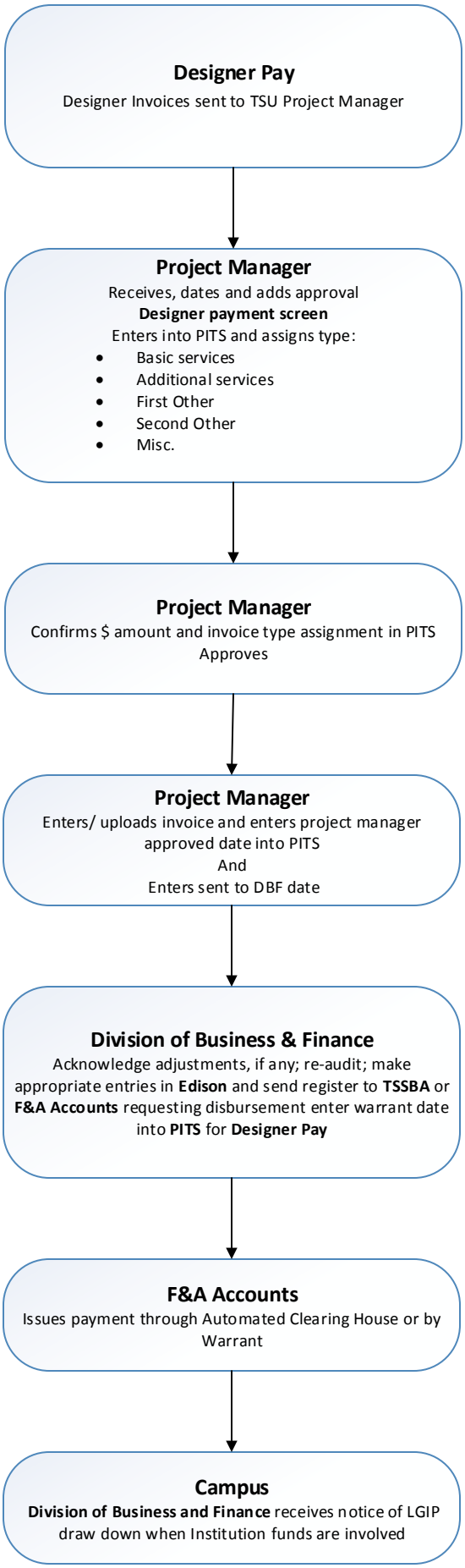
Designer Pay
Designer Invoices sent to TSU Project Manager
Project Manager
Receives, dates and adds approval
Designer payment screen
Enters into PITS and assigns type:
Basic services
Additional services
First Other
Second Other
Misc.
Project Manager
Confirms $ amount and invoice type assignment in PITS
Approves
Project Manager
Enters/ uploads invoice and enters project manager approved date into PITS
And
Enters sent to DBF date
Division of Business & Finance
Acknowledge adjustments, if any; re-audit; make appropriate entries in Edison and send register to TSSBA or F&A Accounts requesting disbursement enter warrant date into PITS for Designer Pay
F&A Accounts
Issues payment through Automated Clearing House or by Warrant
Campus
Division of Business and Finance receives notice of LGIP draw down when Institution funds are involved