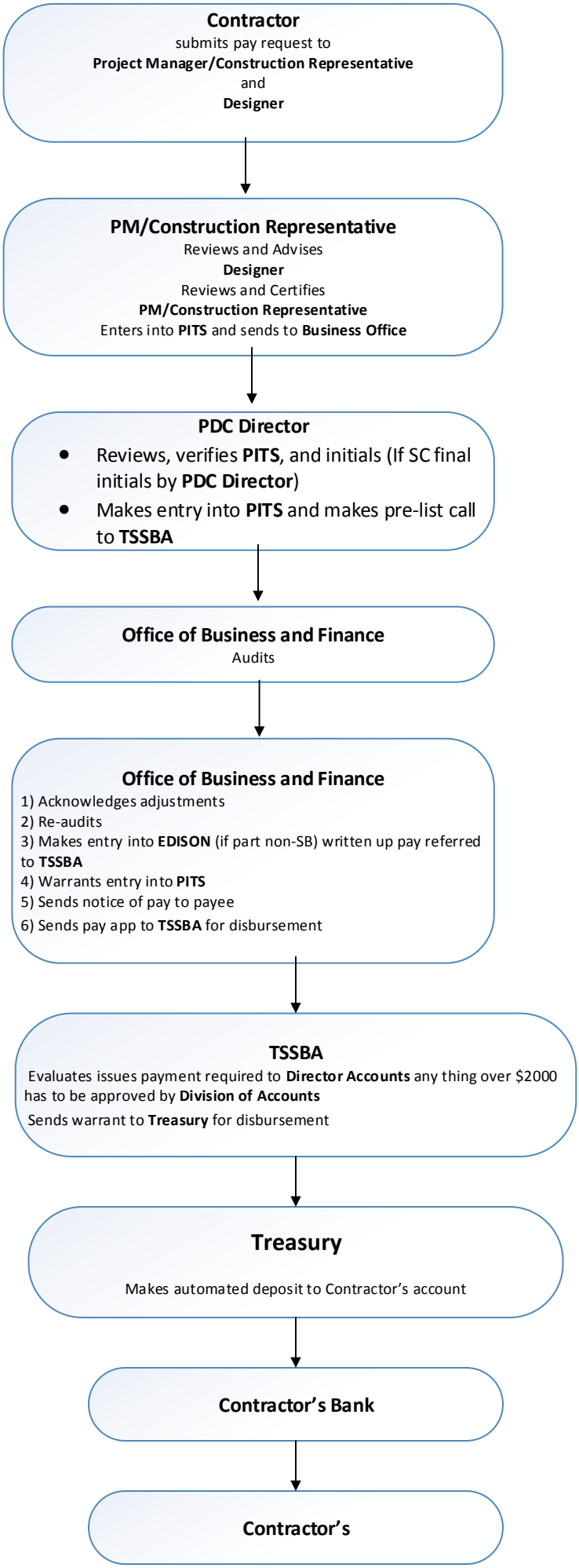
Contractor
submits pay request to
Project Manager/Construction Representative
and
Designer
PM/Construction Representative
Reviews and Advises
Designer
Reviews and Certifies
PM/Construction Representative
Enters into PITS and sends to Business Office
PDC Director
Reviews, verifies PITS, and initials (If SC final initials by PDC Director)
Makes entry into PITS and makes pre-list call to TSSBA
Office of Business and Finance
Audits
Office of Business and Finance
1) Acknowledges adjustments
2) Re-audits
3) Makes entry into EDISON (if part non-SB) written up pay referred to TSSBA
4) Warrants entry into PITS
5) Sends notice of pay to payee
6) Sends pay app to TSSBA for disbursement
TSSBA
Evaluates issues payment required to Director Accounts any thing over $2000 has to be approved by Division of Accounts
Sends warrant to Treasury for disbursement
Treasury
Makes automated deposit to Contractor's account
Contractor's Bank
Contractor's