### **Vendor Billing**

### **General Encumbrances**

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

# **Project Manager**

Confirms receipt, approves invoice, forwards to **Accounts Payable** for payment process

# **TBR Office of Business and 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 F&A Accounts requesting disbursement

#### requesting dissursement

## F&A Accounts

Issues payment though Automated Clearing House or by warrant

## **Accounts Payable**

Reports to

Business and Finance receives notice of LGIP draw down when Institution funds are involved