Designer Pay

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Designer invoices sent to **UM**

SBC Project Manager
Receives, date stamps, and adds approval stamp
Designer Payment Screen
Enters into **PITS** and assigns type:

- Basic Service
- Additional Services
- First Other
- Second Other
- Misc

Enters date sent to **Project Manager**

If Additional Services assigns task

SBC Project Manager
Confirms $ amount and invoice type assignment in **PITS** approves

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SBC Project Manager
Enters /up loads invoice and enters approved dates into **PITS**
and
Enters sent to **Accountant** date

Accountant
Acknowledges adjustments, if any; re-audits; makes appropriate entries in **Edison**
and sends register to **TSSBA** or **F&A Accounts** requesting disbursement
enters warrant date
into **PITS** for
Designer Pay

F&A Accounts
Issues payment though Automated Clearing House or by warrant

Accountant
Receives notice of **LGIP** draw down when institution funds are involved