

Direct Billing

Capital Projects Management Direct Billing Commerce and Insurance For goods or service not on contract or purchase order Accountant Enters into Edison as General Pay and audits **SBC Project Manager** approves SBC Project Manager Enters into PITS and approve dates Accountant Acknowledges adjustments, if any; re-audits; makes appropriate entries in Edison and sends register to TSSBA or F&A Accounts requesting disbursement Enters Inter unit Journal into Edison with Commerce & Insurance

Campus

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