THE UNIVERSITY OF MEMPHIS

Capital Projects Management

Contractor Pay Request

02/20/18

Contractor Pay Request

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Construction Progress Meeting

Designer
certifies
1 copy **CC**, 1 copy to **Designer**, 2 copies to **CR**
Construction Representative
reviews and enters into **PITS** payment log
sends 2 copies to **TBR OFD**

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Construction Specialist
Reviews and enters into **PITS** receiving date as received by **CPD** and date sent to **Construction Director**

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Construction Director
Receives/Approves

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Construction Director
Enters date approved by **Project Manager** and send to **Accounting**

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Accounting
Audits

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Accounting
Acknowledges adjustments, if any; re-audits; makes appropriate entries in **Edison** and sends register to **TSSBA** or **F&A Accounts** requesting disbursement release
into **PITS** for
Contractor Pay

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

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