Vendor Billing

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

---

SBC Project Manager or Director Construction

- Confirms receipt, approves invoice,
- forwards to Accountant for payment process

---

Accountant

- 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

---

F&A Accounts

- Issues payment through Automated Clearing House or by warrant

---

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