THE UNIVERSITY OF MEMPHIS

Capital Projects Management

Vendor Billing

02/20/18

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

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SBC Project Manager or Director Construction

Confirms receipt, approves invoice,

forwards to **Accountant** for payment process

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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

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

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