Campus Planning/Construction Administration

Vendor billing for goods or service on purchase order

Direct billing for goods or service not on contract or

Designer Pay Request services on contract additional services reimbursable expenses

Contractor Pay Request or goods or service not on contract or

Construction Progress Meeting
Designer certifies

Construction Representative Reviews

CPCA Support
Enters into PITS as General Pay
Enters into PITS as Designer Pay
Enters into PITS as Contractor Pay

Business and Finance Audits

Business and Finance
Project Manager approves

Construction Administration approves

Project Manager confirms receipt, approves invoice, forwards to Business Office for payment

CPCA issues payment through Automated Clearing House or by warrant

Campus Business and Finance receives notice of LGIP drawdown when institution funds are involved

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

Acknowledges adjustments, if any; re-audits; makes appropriate entries in Edison; and, may send notice of pay to payee

Enters approval into PITS for General Pay
Enters approval into PITS for Designer Pay
Enters approval into PITS for Contractor Pay