THE UNIVERSITY OF MEMPHIS

Capital Projects Management

Payments on Projects Funded by the TSSBA, Fund 32

02/20/18

Contractor
submits pay request to
Construction Specialist
and
Designer

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Construction Specialist
Reviews and Advises
Designer
Reviews and Certifies
Construction Specialist
Enters into **PITS** and sends to **Accounting**

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Director Construction

- Reviews, verifies **PITS**, and initials (If SC final initials by **Executive Director**)
- Makes entry into **PITS** and makes pre-list call to **TSSBA**

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Accounting
Audits

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Accounting
1) Acknowledges adjustments
2) Re-audits
3) Makes entry into **EDISON** (if part non-SB) written up pay referred to **TSSBA**
4) Warrants entry into **PITS**
5) Sends notice of pay to payee
6) Sends pay app to **TSSBA** for disbursement

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TSSBA
1) Evaluates issues payment required to **Director Accounts**

- any thing over $2000 has to be approved by **Division of Accounts**

4) Sends warrant to **Treasury** for disbursement

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Treasury
Makes automated deposit to Contractor's account

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Contractor's Bank

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Contractor