Payment Process at Treasury end-

Payment to be done for –

1 Advance

2 Final payment.

Below are the steps for processing the payment.

Step 1- Approved PO is sent by the Processing House/Purchasing Location for payment

Step -2- Request received by the Treasurer is sent for approval to the concerned persons for making the payment.

(this can be clubbed with step 1 as the approval request can be sent at that time to all the approver.)

Step 3 - Once the approval is received, The Treasurer process the payment and update the details and telex copy in the system.

Step 4- Notification of Payment done is sent to-

1. Vendor
2. Processing House/Purchasing Location

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