

PITTSBURGH CONFERENCE ON ANALYTICAL CHEMISTRY AND APPLIED SPECTROSCOPY

(A Non-Profit Corporation)

300 PENN CENTER BOULEVARD, SUITE 332

PITTSBURGH, PA 15235 USA

SOCIETY FOR ANALYTICAL CHEMISTS OF PITTSBURGH



Warrant Issued to Treasurer for Payment
Make Check Payable To:

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Attention _____

Address _____

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Warrant is for: _____

Invoice No. _____

Distribution	Committee	C	Amount
	TOTAL		

Committee/
Subcommittee _____

Committee/
Subcommittee _____

Committee/
Subcommittee _____

For Committee/Dinner meeting expenses, please include a copy of meeting minutes or meeting notice and a list of members who attended. Where possible, please include two copies of invoices/bills.

Please note any special instructions for checks. (e.g. send check to someone other than the addressee, etc.)

For Treasurer's Use Only

						\$.		
Check Number						Check Amount												
Mo./Day/Yr. Paid						Warrant No.						Bank						

Committee Warrant No. _____ Date _____

SIGNATURES	
<input type="checkbox"/>	▼ WARRANT ORIGINATOR ▼ I agree that all the information is correct. Clicking here verifies BELOW is my electronic signature.
<input type="checkbox"/>	▼ COMMITTEE/SUB-COMMITTEE CHAIR ▼ I agree that all the information is correct. Clicking here verifies BELOW is my electronic signature.
<input type="checkbox"/>	▼ SACP CHAIR ▼ I agree that all the information is correct. Clicking here verifies BELOW is my electronic signature.
<input type="checkbox"/>	▼ TREASURER ▼ I agree that all the information is correct. Clicking here verifies BELOW is my electronic signature.
Please either type your signature or add a digital signature	

SACP WARRANT PROCEDURES:

Under \$2,500: Requires the signature of the Originator, Committee Chair/Subcommittee Chair and Treasurer.

Above \$2,500: Requires above three signatures and signature of SACP Chair.

SACP Treasurer: David Vanischak (vanischak@pittcon.org)
967 Diane Drive
North Versailles, PA 15137

The warrant can be electronically signed and emailed.
In order to ADD a TYPED OR DIGITAL SIGNATURE, SAVE and EMAIL the warrant to the Treasurer, you will need either Adobe Acrobat 8 Professional or Adobe Reader 8 or higher.

Society Operation/Program Support:

010 GENERAL ADMINISTRATION (Office)
 011 ARCHIVES
 012 BYLAWS
 100 EMPLOYMENT
 110 FARADAY LECTURE
 200 PUBLICITY
 310 STUDENT AFFILIATE
 311 JAMES A. MANNER POSTER AWARD
 320 MEMBERSHIP & DIRECTORY
 400 ARRANGEMENTS/AWARDS DINNER
 401 SACP WRAP-UP

Pittsburgh Conference - Related Committees:

500 PCMNCG
 510 PITTSBURGH ANALYTICAL CHEMISTRY AWARD
 520 PITTSBURGH CONFERENCE ACHIEVEMENT AWARD
 540 ACS INTERNATIONAL ACTIVITIES GRANT

Membership Education Programs:

600 CONTINUING EDUCATION
 610 TRIPARTITE (SACP/SSP/ACS)
 620 TECHNICAL PROGRAM
 630 JOINT SACP/SSP DECEMBER MEETING

Scholarship and Grants Programs:

700 SCHOLARSHIP AND GRANTS - ADMINISTRATIVE
 710 COLLEGE CHEMISTRY AWARDS
 711 COLLEGE CHEMISTRY SCHOLARSHIPS
 712 ST. VINCENT SUMMER PROGRAM
 716 ST. FRANCIS ROCK
 720 CHAIRMAN'S GRANT
 724 SUMMER INTERSHIP
 730 STARTER GRANTS
 738 WAYNESBURG UNDERGRADUATE EQUIPMENT GRANT
 739 CALIFORNIA UNIVERSITY CHEM PROGRAM GRANT
 740 PROF. JOSEPH A. FELDMAN EQUIPMENT GRANT
 TO DUQUESNE UNIVERSITY
 745 UNIVERSITY OF PITTSBURGH UNDERGRADUATE
 EQUIPMENT GRANT
 746 JOHANNES COETZES LECTURE GRANT
 750 PITTCOON LECTURE (PITT)
 751 PITTCOON LECTURE (CMU)
 752 PITTCOON LECTURE (PSU)
 753 PITTCOON LECTURE (DUQ)
 754 PITTCOON LECTURE (UAKRON)
 760 CARNEGIE SCIENCE CENTER GRANT
 761 CARNEGIE LIBRARY GRANT
 762 SCIENCE FESTIVAL
 765 CARNEGIE MUSEUM OF NATURAL HISTORY GRANT
 766 PITTSBURGH CHILDREN'S MUSEUM GRANT
 770 ACS GRADUATE FELLOWSHIPS
 776 UNDERGRADUATE ANALYTICAL CHEMISTRY
 RESEARCH GRANT (UARP)
 777 WOMEN'S CHEMIST GRANT
 780 SUPPLEMENTAL PROGRAM DEVELOPMENT

CODE COMMITTEE**Science Outreach Programs:**

800 SCIENCE OUTREACH - ADMINISTRATIVE
 809 PJAS - REGION 8
 810 PJAS - REGION 7
 811 PA ACADEMY OF SCIENCES
 812 CARNEGIE SCIENCE FAIR
 813 WEST LIBERTY SCIENCE FAIR
 814 WESTERN PA ODYSSEY OF THE MIND
 815 DOE SCIENCE BOWL
 816 OHIO JR. ACAD. SCIENCE DIST. 16 SCIENCE FAIR
 818 WEST VIRGINIA SCIENCE BOWL
 819 DONORS CHOOSE OUTREACH PROGRAM
 820 VISITING SCIENTIST PROGRAM (IUP)
 822 PITTCOON PLANETARIUM
 824 TEACHER SOFTWARE WORKSHOP
 833 HIGH SCHOOL & MIDDLE SCHOOL ESSAY CONTEST
 840 ELEMENTARY/MIDDLE SCHOOL EQUIPMENT GRANTS
 850 PROJECT MIME
 856 RIVERQUEST PROGRAM (formerly VOYAGER)
 859 NATIONAL CHEMISTRY WEEK SUPPLIES
 860 NATIONAL CHEMISTRY WEEK
 861 PA SCIENCE TEACHERS ASSOCIATION EXHIBIT
 862 PA SCIENCE OLYMPIAD - S.W. REGION
 865 SETON HILL COLLEGE CHEMISTRY CLUB ELEMENTARY
 STUDENT PROGRAM
 867 PROJECT SEED
 868 UNIVERSITY OF PITTSBURGH POSTER
 870 PLU LIAISON
 871 NOBCCHE

900 EXECUTIVE COMMITTEE

-- WATERS INSTRUMENTATION SYMPOSIUM



1. COMPLETE all required warrant information (Name, Address, Committee, etc.).
2. SIGN Warrant. If mailing. ELECTRONIC SIGNATURE, if sending warrant by email.
3. VERIFY all information, including Totals
4. ATTACH ORIGINAL bill/invoice, plus a duplicate copy if all or part of the invoice must be returned with payment. Tape all bills and receipts to an 8 1/2 X 11 sheet of paper. For telephone bills, include pages with the detailed call listing (SACP calls marked), as well as the first page of the bill. Original Invoices can be scanned for Electronic Warrants. For Committee/Dinner meeting expenses, please include a copy of meeting minutes or meeting notice and a list of members who attended.
5. SEND all warrants with receipts, invoices, minutes, etc. to the Committee Chair/ Sub-Committee Chair for signature and then to the SACP Treasurer,