



Society for Analytical Chemists of Pittsburgh

SACP WARRANT PROCEDURES (2017 - 2018)

SACP Kick-off Meeting – August 15, 2017

- * **Please follow the procedures explained below for completing a SACP Warrant. This will help to streamline the process for everyone involved.**
- * **Please do not submit warrants without all the necessary supporting documentation and required signatures.**
- * **Please contact the Treasurer before submitting a warrant if questions or special circumstances arise.**

The SACP Treasurer for 2017-2018 is:

Rose Clark
Saint Francis University
Chemistry Department
PO Box 600
Loretto, PA 15940

Phone: (814) 472-3910
E-mail: clark@pittcon.org

Procedures:

The warrant can be electronically signed and emailed. In order to add your Electronic Signature, Save and Email the warrant to the Treasurer, you will need either Adobe Acrobat 8 Professional or Adobe Reader 8 or higher.

Please submit all the necessary documentation with the warrant, including original receipts, bills, invoices, etc. These documents can be scanned and emailed with the electronic warrant. If the warrant is for Committee/Dinner meeting expenses, please include a copy of meeting minutes or meeting notice and a list of members who attended. If the amount of the warrant is \$600 or greater to an individual or \$2,000 or greater to an organization, please also include a completed W-9 form (available on the committee page of the SACP website).

Should you not be able to send the warrant through email, please send the original signed warrant to the SACP Treasurer to the address above. Please attach loose bills and receipts to an 8½ by 11 sheet of paper. Include a copy of any invoice or paperwork that must be forwarded with the payment. If mailed please send 2 copies of invoices, because one copy may need to be mailed to the vendor.

Please keep copies of these records as needed for your committee files.

All warrants must have a signature by the Originator and Chair of the appropriate SACP committee or subcommittee. In addition, the SACP Chair must sign warrants for amounts of \$2,500 or more. Please obtain the necessary signatures before emailing or sending warrants to the Treasurer. Any special instructions should also be listed on the warrant, such as sending the warrant to an address other than the payee.

Warrants are available online at the SACP website or from the SACP office by contacting the SACP Administrative Assistant at sacpinfo@pittcon.org or 412-825-3220 ext 204.

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