

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:**

Payee _____
 Attention _____
 Address _____
 Address _____
 City/State/Zip _____

Warrant is for: _____

Invoice No. _____

Distribution	Committee	C			Amount
TOTAL					

Committee/
Subcommittee _____
 Committee/
Subcommittee _____
 Committee/
Subcommittee _____

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	

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.)

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: Jonell Kerkhoff (sacptreas@gmail.com)
 4611 Northridge Court
 Murrysville, PA 15668

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 PITTCO ANALYTICAL CHEMISTRY ACHIEVEMENT AWARD
520 PITTSBURGH CONFERENCE ACHIEVEMENT AWARD
540 ACS INTERNATIONAL ACTIVITIES GRANT
560 WATERS AWARD

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 PITTCO COLLEGE CHEMISTRY AWARDS
711 PITTCO COLLEGE CHEMISTRY SCHOLARSHIPS
712 ST. VINCENT SUMMER PROGRAM
716 ST. FRANCIS ROCK
720 CHAIRMAN'S GRANT
724 PITTCO SUMMER INTERSHIP PROGRAM
730 PITTCO 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 PITTCO LECTURE (PITT)
751 PITTCO LECTURE (CMU)
752 PITTCO LECTURE (PSU)
753 PITTCO LECTURE (DUQ)
754 PITTCO 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 PITTCO 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 PITTCO PLANETARIUM
824 TEACHER SOFTWARE WORKSHOP
833 PITTCO HIGH SCHOOL & MIDDLE SCHOOL ESSAY CONTEST
840 PITTCO 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 PITTCO NOBCCHE AWARD
900 EXECUTIVE COMMITTEE

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,