

**To: 2019 – 2020 SACP Committee Members**

**From: Bradley Davis** (sacptreas@gmail.com)  
2019 – 2020 SACP Treasurer  
454 Fox Ridge Drive  
Canonsburg, PA 15317



**RE: SACP Warrant Procedures (2019 - 2020)**

- ***Please email warrants to the Treasurer with scanned-in copies of invoices, bills, and receipts and any required W-9 forms as attachments to the email address listed above.***
- ***Do not submit warrants without all the necessary supporting documentation and required signatures.***
- ***Payment cannot be issued until the required documentation discussed in these procedures and all signatures are received.***

**Please read and follow the information regarding warrant procedures:**

1. Use the warrants with “**bd2020**” in the lower right corner of the first page. Blank warrants can be obtained from the SACP web site in the “Members Area” tab.
2. **Complete all appropriate sections on the warrant** (name, address, committee code, expense amount, explanation of expense). Please verify the committee codes and expense amount.
3. **Provide any special instructions** on the warrant, such as sending the warrant to an address other than the payee.
4. **Submit all the necessary documentation** including original receipts, bills, invoices, etc. These documents can be scanned and emailed with the electronic warrant.
5. **If the warrant is for Committee/Dinner meeting expenses**, the meeting location, the purpose for the meeting and a list of members who attended must be provided with the receipt.
6. **Any award, grant or fee to an individual** for \$600 or to an organization for \$2,000 or more **requires a completed W-9 form**. This form can be obtained from the SACP website, Members Area tab.
7. **Downloading and saving a blank warrant** to your computer and then re-opening the warrant using Adobe Reader is the best way to assure against losing entered data or disabling signature entry by recipients.
8. **Sign the warrant and get all of the required signatures.** All warrants must be signed by the Originator and Chair of the committee or subcommittee. The signature of the SACP Chair is required for all warrants of \$2,500 or more. **It is important to obtain the necessary signatures before emailing or sending warrants to the Treasurer to assure timely reimbursement.**

9. **Keep copies of the warrants** for your records and send a copy to the Committee Chairman for their files and budget tracking.
10. **Verify that your emailed warrant allows active entry by recipients.** Copy yourself when emailing a warrant and then open it to verify that 1) the warrant is attached, 2) the data in the warrant was saved as you intended and 3) that e-signatures can be added.
11. While email warrants are preferred, **if warrants are mailed**, attach the original hardcopy of the warrant with all original signatures and mail to the Treasurer's address. Include all invoices, preferably taped to blank sheets of paper and any W-9 forms as required. Do not staple any of the pages together.

Please contact me before submitting a warrant if questions or special circumstances arise.

Bradley Davis