

TO: 2008-2009 SSP COMMITTEE MEMBERS

FROM Melissa Visnikar
2008-2009 SSP Treasurer
115 Heather Drive
Bethel Park, PA 15102-1803

RE: WARRANT PROCEDURES



*This memo is a reminder for committee veterans and an introduction for new committee members. The current warrant no longer requires the use of expense codes. **Only a committee code and explanation of the expense are required.***

READ AND FOLLOW THIS INFORMATION CAREFULLY!!

1. Complete all required warrant information (name, address, committee code, explanation of expense, committee, etc.)
2. **Sign warrant** -- signature of the Committee Chairman is required for payment of bills. **SIGNATURE OF SSP CHAIRMAN IS REQUIRED FOR ALL WARRANTS ABOVE \$1000.**
3. Any award or fee to an individual for more than **\$600** will require personal identification as name, address and social security number to issue a1099 Form for payment to that person.
4. Verify all information including Totals & Committee Codes. Please use warrants with "2008 MWV" in the lower right corner. All previous warrant forms are obsolete. **DO NOT USE OLD FORMS.**
5. Attach the original bill/invoice and a **DUPLICATE COPY OF THE INVOICE** to the warrant. **DO NOT STAPLE! PLEASE PAPER CLIP.**
6. Retain a copy of the warrant for your records and also send a copy to the Committee Chairman for their files.
7. Send all warrants for payment to the Treasurer at the above address.
8. **Meeting Minutes and Attendance list must accompany warrant.**
9. Failure to follow steps 1 through 7 and 8, if applicable, will result in excessive **DELAY** in processing and payment.
10. PAYMENT by the Treasurer will be weekly. **PLAN AHEAD.**