

TO: 2011-12 SSP Committee Members

FROM: Joseph Grabowski (grabowski@pittcon.org)
2011-12 SSP Treasurer
1027 East End Avenue
Pittsburgh, PA 15221

RE: Warrant Procedures



This memo is for both committee veterans as well as for new members. Remember:

- **You may email warrants to the Treasurer with scanned-in copies (pdf files strongly preferred) of the invoices provided you follow that up by mailing the original invoices along with the warrant containing your original signature.**
- **Payment will be issued only when the original invoices have been received along with a completed invoice.**

READ AND FOLLOW THIS INFORMATION!

1. **Use only warrants with “2011-12 JJG” in the lower right corner.** All previous warrant forms are obsolete. Blank warrants can be obtained from the SSP web site (under the “Members Area” tab) or by email from Jenna (sabot@pittcon.org).
2. **Complete all the appropriate sections** on the warrant (name, address, committee code, expense amount, explanation of expense, and, for expenses related to meetings, the location, attendees and minutes for the meeting).
3. **Sign the warrant.** The signature of the originator and Committee Chairperson is required for payment of all bills. The signature of the overall SSP Chairperson is required for all warrants above \$1000.
4. **Any award or fee (e.g., honoraria) to an individual** for more than \$600 requires the name, home address and social security number of the payee for tax purposes.
5. **Verify all information** paying particular attention to *Totals & Committee Codes*.
6. **If emailing**, send both the electronic copy of the warrant (in any electronic format) and an electronic copy of the invoice (invoices scanned to a pdf file is preferred). An email submission is strongly recommended for all 2011-12 warrants.
7. **In addition to emailing or instead of emailing**, attach the invoice and a second duplicate copy of the invoice to the hardcopy of the warrant bearing the necessary original signatures and mail to the address noted above. Please do not staple pages together. Invoices can be taped to otherwise blank sheets of paper. Invoices should be paper-clipped to the warrant (please do not use staples).
8. **Additional copies:** retain a copy of the warrant and invoices for your records and be sure to send a copy to the Committee Chairman for their files.

ADDITIONAL WARRANT PROCEDURES

In the above "Warrant Instructions", the word invoice can also be replaced by the word "bill".

It is preferred that warrants be prepared for direct payment to the service provider. In those cases where a committee member fronts the cost of a service, the documentation attached to the warrant **must** clearly indicate that the service provider was paid (in such cases, a receipt is needed in addition to the invoice).

Warrants for the issuance of a payment to an Award Recipient, or a Grant Recipient do not require invoices or receipts. A copy of the minutes from the appropriate Committee meeting where the designation of the awardee or grantee was finalized should be included with the Original Warrant. This transaction may be entirely sent electronically. A SSN may be needed for the recipient of a personal award.

For committee meetings where an expense is incurred (e.g., dinner meetings), in addition to the invoice and/or receipt, a list of attendees and a copy of the minutes must also accompany the Warrant.

In all cases invoices, bills, and/or receipts accompanying any warrant must clearly designate the goods or services that were delivered. When the third party is an individual (not a registered corporation) a SSN must be obtained for payments requested that exceed \$600.