

TO: 2009-10 SSP COMMITTEE MEMBERS

FROM Gregory Meisner
2009-10 SSP Treasurer
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RE: WARRANT PROCEDURES

*This memo is a reminder for committee veterans and an introduction for new committee members. **Note that only a committee code and an explanation of the expense are required.** You may now email warrants to the Treasurer, but you must mail original invoices and a duplicate copy, if they are required for payment. Payment will be issued when the documentation is complete.*

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 originator and Committee Chairman is required for payment of bills. **THE SIGNATURE OF THE 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 a 1099 Form for payment to that person.
4. Verify all information including Totals & Committee Codes. Please use warrants with "2009-10 GJM" 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 OR TAPE.**
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 an Attendance list must accompany the warrant.**

Current warrant forms are available at www.ssp-pgh.org (Members Area) or by request to Emily Concannon, 412-825-3221 Ext. 212.

Additional Information

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. See Item #3, Warrant Instructions.

Warrants for the issuance of a payment to a Committee Member for the reimbursement of an expense that they have personally paid (restaurant bill, miscellaneous supplies, postage) must be accompanied by evidence that payment was made (receipts, cancelled checks, credit card statements) and a written statement of the purpose of the expense. (meeting refreshments, etc.) A list of attendees at the Committee meeting where an expense was incurred, or the appropriate minutes must also accompany the Warrant.

Warrants for the issuance of a payment to a third party for the discharge of a contract obligation (caterer for General Committee Meetings, vendors of scientific equipment purchased for award recipients, printers for brochures, suppliers of plaques and trophies) must be accompanied by an invoice which clearly designates the goods or services that were specifically delivered. When the third party is an individual (not a registered corporation) a SSN must be obtained for payments in excess of \$600. See Item #3, Warrant Instructions.