

GENERAL OPERATIONS			GRANTS, SCHOLARSHIPS AND AWARDS (continued)	
Code	Committee		Code	Committee
100	Executive Council Meetings		420	Carnegie Library of Science & Technology
110	Kick-off Meeting		422	Carnegie Natural History Museum
115	Wrap-up Meeting		425	Chemical Heritage Foundation
120	Monthly Meetings - Expenses		426	Pittsburgh Children's Museum
125	Monthly Meetings - Parking		430	PITTCO College Equipment Grants
130	Joint SSP/SACP December Meeting		435	PITTCO College Starter Grants
131	SSP/PSTA - Science Workshop		440	DOE Science Bowl
200	Financial Affairs		445	Energy, Environment, and Economics Seminar
210	Historical/Rules/Bylaws/Archives		450	Edwin Hodge Memorial Scholarship
220	Membership & Directory		460	Elementary Science Education Award
230	Nominating		470	High School Equipment Grants
240	Publicity/TV/Media		480	Kevin Burns Award
243	WEB Coordinator		490	Metals in Biology Symposium (Duquesne)
250	Society for Applied Spectroscopy		500	Elementary Schools Science Olympiad Program
255	ACS Crucible		510	PCNMCG (National College Grants)
260	General Operation		520	Pittsburgh Spectroscopy Award
261	Mileage		530	Ralph N. Adams Award
262	Printing		540	SAS Student Award
263	Postage		550	SSP Chairman's Award
			580	J. Kevin Scanlon Award
			590	SSP Scholarship/Chairman's Recognition Endowment
GRANTS, SCHOLARSHIP AND AWARDS				
Code	Committee			
300	Aids-to-Education Administration		MEMBERSHIP EDUCATION	
310	National Chemistry Week		Code	Committee
315	Amateur Astronomers Assoc. of Pittsburgh		700	Continuing Education
320	Joseph A. Feldman @ Duquesne		710	Mass Spectrometry Discussion Group (MSDG)
325	Ohio River Watershed Celebration		720	Technology Forum
326	NOBCCHE		730	Technical Program
340	SAS Cleveland Section-May Conference		740	Tripartite Symposium
345	Project SEED (various sites)			
360	Pittsburgh Conference Lecture - CMU			
365	Pittsburgh Conference Lecture - Pitt		OUTREACH PROGRAMS	
367	Francis Clifford Lecture - Pitt Chemistry		Code	Committee
373	Pittsburgh Conference Lecture - Duq		800	Computer Software Services
376	Pittsburgh Conf Lecture - Univ of Akron		810	Faraday Lecture Series
392	PA Junior Academy of Science		830	Online Chemistry Educational Resource
395	WV State Science & Engineering Fair (WVSSEF)		840	Herb Retcofsky Spectroscopy Demonstration Series
398	WV Regional Science Bowl		860	Employment
399	Aids to Education - including Pitt Posters		870	Improving Laboratory Practices in Education
400	Carnegie Science Center Projects		881	PITTCO Planetarium
405	Carnegie Science Center SciTech Days		883	PLU Middle School Workshop and Symposium - Duq.
410	Pgh Regional Science and Engineering Fair (PRSEF)		999	End-of-Year-Funds

1. COMPLETE and VERIFY warrant information, including name, address, committee code, amounts, total and explanations.				
2. SIGN the warrant, and get all additional required signatures. If sending via e-mail, make sure that the saved warrant is properly filled out.				
3. ATTACH the warrant and invoices to your e-mail. If using snail mail (tape small bills and receipts to an 8.5 X 11 inch sheet of paper.				
4. INCLUDE both MINUTES and ATTENDEE list for luncheon/dinner meetings.				
5. Send warrant with receipts, invoices, minutes, etc. to the Committee Chair/Sub Chair for signature and then to the SSP Treasurer. If the warrant is \$2,500 or above, please be sure to also get the signature of SSP Chair prior to sending to Treasurer.				
Electronic submission ensures quickest response. (If scanning receipts, scan to a jpeg file, using black and white settings and 100 dpi resolution to keep file sizes small).				
				Version: 2017-18 ND

