

TO: 2018-2019 SSP Committee Members
FROM: Marc Hubert sspwarrants@gmail.com)
2018-19 SSP Treasurer
123 Buckingham Drive
Pittsburgh, PA 15237



RE: Warrant Procedures

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

- ***Please email warrants to the Treasurer with scanned-in copies of the invoices, bills, and/or receipts as attachments to the email.***
- ***Payment will be issued only when all documentation has been received.***

Please read and follow the following information regarding Warrant procedures

1. **Verify that the warrant is for an acceptable expense.** For example, mileage and/or parking to attend monthly meetings are not acceptable warrant expenses.
2. **Use only warrants with “MH/2019” 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 Amy Bovino (sspinfo@pittcon.org).
3. **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). *Do not fill in info in the upper right quadrant.*
4. **Sign the warrant and get all required signatures.** 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 greater than or equal to \$2500.
5. **If submitting electronically** (the most expedient and preferred method) be sure to click the box at the left side of the signature entry field to signify that you agree that all the information is correct and that the typed name serves as your electronic signature.
6. **Verify that your e-mailed warrant allows active entry by recipients.** Copy yourself when e-mailing a warrant and then open it to verify that the warrant is attached, is properly filled out (no data lost) and still allows e-signatures to be added. Downloading and saving the blank warrant to your computer and then re-opening the warrant using Adobe Reader is one of the best ways to assure against losing entered data or disabling data/signature entry by recipients. This also holds true when receiving warrants for approval signatures.
5. **Any award, grant or fee (e.g., honoraria) to an individual or organization** for \$600 or more requires the name, home address and social security number or EIN of the payee for tax purposes. A Form W-9 on SSP website should be completed by payee.
7. **Verify all information** paying particular attention to *Totals & Committee Codes.*
8. **Verify warrant data was saved.** Right click anywhere in the filled out form (to open links at bottom of screen) and select “save as” to save the file. Re-open the file to verify that the data was saved and signature boxes are active. Now it is ready to be attached to your email.

9. **When emailing**, send both the electronic copy of the warrant (in any electronic format) and an electronic copy of the invoice are preferred. Scan invoices in black/white (or grey scale) and 100 dpi resolution to reduce file size. **Please Scan one file when possible.** E-mail submission is strongly recommended for all warrants.
10. **Instead of emailing (only if absolutely necessary)**, attach the original invoice and the hardcopy of the warrant bearing all 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).
11. **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

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 or bill).

Warrants for the issuance of a payment to an Award Recipient, or a Grant Recipient do not require invoices, bills 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 should be entirely sent electronically. A SSN will be needed for the recipient of a personal award greater than or equal to \$600.

For committee meetings where an expense is incurred (e.g., dinner meetings), in addition to the invoice, bill 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) or organization a SSN or EIN must be obtained for payments requested that equal or exceed \$600. Scholarships \$600 and above do not require SSNs.