

**TO:** 2019-2020 SSP Committee Members  
**FROM** Michael Shatlock (sspwarrants@gmail.com)  
2019-20 SSP Treasurer  
905 Zimmer Lane  
McKeesport, PA 15135



**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**

### **Work Flow for Submitting SSP Warrants**

#### **A) Gather your documents**

You will need records of your expenses such as receipts, invoices, meeting attendees, etc. These need to be scanned (in black and white at 100-150 dpi to minimize file size) to your computer to submit with the warrant. Please follow these guidelines.

- 1) Verify that the expense is valid e.g mileage to and from monthly meetings is not an accepted warrant expense.
- 2) Receipts can be assembled on a single 8.5" x 11" page for convenience. If feasible, combine all documents into a single file for submission.
- 3) Your documents must clearly designate the goods or services that were provided. For committee meetings where an expense is incurred (e.g. dinner), please include a list of attendees and a copy of the meeting minutes.
- 4) It is preferred that warrants be prepared for direct payment to the service provider. If a committee member fronts the cost of a service, the documentation must clearly indicate that the provider was paid (i.e. include a receipt from the provider in addition to an invoice or bill).
- 5) If a mileage expense is submitted, please use the IRS allowance of \$0.58/mile.

If the warrant is for an award, grant or honorarium and is in excess of \$600, the name, address and tax ID (Social security or EIN) of the payee *is required*. A form W-9 (available on the SSP web site) must be filled out by the payee. Warrants for awards or grants do not need receipts; however a copy of the committee minutes where the award or grant was finalized should accompany the warrant.

## B) Fill out the Warrant

- 1) Download a copy of the blank warrant (MS2020 in lower right corner of form) from [www.ssp-pgh.org](http://www.ssp-pgh.org). Look for “Members Area” on the upper right part of the page. Entering this gives access to “Treasurer’s packet”, which includes the “Warrant” link. Open this link and save the blank form on your computer. *You need to do this only once. This blank form should serve your needs for the 2019-2020 year.* Close your browser. You should not need it again for this process.
- 2) Start the Adobe Acrobat Reader program, then open the blank warrant form.
- 3) Complete the warrant. This includes name, address, committee code, expense amount and explanation of the expense. **Don’t fill in the upper right corner of the form. That’s the Treasurer’s job.**
- 4) Sign the warrant. An electronic signature may be entered on the warrant form. You can also just type your name on the signature line. Be sure to check the box to the left of the signature line indicating your acceptance of the electronic signature. A chain of custody is established once the form is submitted. The next level of office will escort the warrant to its ultimate destination (Treasurer) for final approval. This means that you should submit the warrant to your committee chair, the committee chair will approve and forward to the SSP chair (if needed), who will then submit to the Treasurer.
- 5) Double check your work. Make sure your expense totals are accurate and that proper committee codes are used for each expense you itemize.
- 6) Save the completed warrant using “Save As” command in the **File** menu, with an appropriate file name (the date of the warrant and your initials is commonly used, e.g. 072119mps). **It is important that you re-name this completed form so as not to write over the blank form that you will use in the future.** Close the warrant form.
- 7) If you are receiving a warrant for approval (committee chair or SSP chair) you should follow the same procedure as above: i) download the warrant from your e-mail, ii) save the warrant to your computer, and close the file, iii) start the Adobe Reader program, then open the saved warrant and sign it, iv) save the signed warrant and close the file. (You do not need to re-name the file in this case, just save it so it can be sent on).
- 8) Finally, verify that your entered information has been saved. This can often be a slip up. Start the Adobe Acrobat Reader program, then open the saved warrant. Make sure it includes all the data you have just (painstakingly) entered, *and that the signature fields are active.* If data is lost, go to step 1 and start over.

## **B) Assemble the e-mail.**

Submit the warrant and documentation by e-mail to the next person requiring approval (e.g. committee chair, SSP chair or Treasurer, depending on circumstances).

1) Compose the e-mail. Attach the warrant and documents to an e-mail addressed to the next person needing to approve (i.e. committee chair, SSP Chair or Treasurer). *If the request is \$2500 or more, the signature of the SSP Chair is required.* If less than \$2500, only the committee chair and treasurer need to approve.

2) Include your own address as an e-mail recipient. This will ensure you have a copy and allow you to open the mailed warrant to make sure it has been sent in proper manner.

## **D) Send the e-mail request**

1) Send a copy to the committee chair. If you are the committee chair, send a copy to the SSP Chair for amounts of \$2500 or more. Otherwise, send a copy to [sspwarrants@gmail.com](mailto:sspwarrants@gmail.com). (This is the treasurer's address).