

**PITTSBURGH CONFERENCE ON ANALYTICAL CHEMISTRY AND APPLIED SPECTROSCOPY**

*(A Non-Profit Corporation)*

**300 PENN CENTER BOULEVARD, SUITE 332      PITTSBURGH, PA 15235 USA**

**SOCIETY FOR ANALYTICAL CHEMISTS OF PITTSBURGH**



**Warrant Issued to Treasurer for Payment  
Make Check Payable To:**

\_\_\_\_\_

Name of Company

\_\_\_\_\_

Attention

\_\_\_\_\_

Address

\_\_\_\_\_

Address

\_\_\_\_\_

City/State/Zip Code

For Treasurer's Use Only										
						\$				
Check Number						Check Amount				
Mo./Day/Yr. Paid						Warrant No.		Bank		

Committee Warrant No. \_\_\_\_\_ Date \_\_\_\_\_

FOR: \_\_\_\_\_

Invoice No. \_\_\_\_\_

Committee / Subcommittee \_\_\_\_\_

Warrant Originator: \_\_\_\_\_  
(Print or Type Name)

Committee/ Subcommittee Chair: \_\_\_\_\_  
(Signature)

SACP Chair: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Distribution			AMOUNT
Committee	C		\$
			-
TOTAL			\$ -

For Committee meetings include copy of meeting minutes or meeting notice. Where possible, please include two copies of invoices/bills. For dinner meetings list the name of those attending.

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**SACP WARRANT PROCEDURES:**

Under \$2,500: Requires the signature of the Originator, Committee Chair/Subcommittee Chair and Treasurer.

Above \$2,500: Requires above three signatures and signature of SACP Chair.

Print and send Signed Copy to Treasurer. Copy for Committee/Subcommittee Chair's files.

SKW/2009

SACP Treasurer: Susan K. Zawacky  
124 Old English Road  
Pittsburgh, PA 15237