



Society for Analytical Chemists of Pittsburgh

SACP WARRANT PROCEDURES (2008 - 2009)

Please follow the procedure explained below. This will help to streamline the process for everyone involved.

Please do not submit warrants without all the necessary supporting documentation and required signatures.

Please contact the Treasurer before submitting a warrant if questions or special circumstances arise.

The SACP Treasurer for 2008-2009 is:

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

Phone: 412-364-2124
E-mail: zawacky@pittcon.org

Procedure:

Please fill out the warrant completely, sign as the Warrant Originator, and print your name by your signature.

Please submit all the necessary documentation with the warrant, including original receipts, bills, invoices, etc. If the warrant is for meeting expenses, it is necessary to include the meeting minutes with a list of those attending. Please attach loose bills and receipts to an 8½ by 11 sheet of paper. Include a copy of any invoice or paperwork that must be forwarded with the payment. *Please keep copies of these records as needed for your committee files.*

All warrants must be signed by the Originator and Chair of the appropriate SACP committee or subcommittee. In addition, the SACP Chair must sign warrants for amounts of \$2,500 or more. Please obtain the necessary signatures before sending warrants to the Treasurer.

Warrants are available online at the SACP website or from the SACP office by contacting Valarie Daugherty at daugherty@pittcon.org.

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