WARRANT SUBMISSION PROCEDURE

AMERICAN CHEMICAL SOCIETY

PITTSBURGH SECTION

To receive reimbursement for valid ACS Pittsburgh Section expenditures or to receive group allocation funds, you *must* submit a completed warrant following the provided guidelines.

Warrants must be signed by the Originator, Committee Chair, Section Chair, and Treasurer. Once all signatures have been obtained, the treasurer will issue reimbursement.

WARRANT COMPLETION

1. The ACS Pittsburgh Section warrant is a fillable PDF document. Please do not use old versions. The most up-to-date warrant will always be on the website.
2. You may also obtain the latest warrant from the current Treasurer, whose name is located at this link: http://www.pittsburghacs.org/about/executive-committee/
3. Enter the required information. Committee and expense codes are listed at the bottom of the document.
4. To sign the warrant electronically, choose the "Sign" tab on the upper right corner of the Adobe window. If you have never signed a document electronically before, you will be required to enter additional information. Follow the prompts to complete the signature. Adobe automatically has you save the document upon placing the signature.
5. After you have signed the document, forward it to the Committee Chair for this signature then email the document to both the Treasurer and the Section Chair. (If you are the originator and Committee Chair, sign the document in both places). The Section Chair will sign the warrant and forward the document to the Treasurer for final processing.
6. Warrants may instead be printed, signed, scanned, and emailed. It is preferable, however, to use the electronic signature process.

RECEIPTS

1. All applicable receipts for purchases must be provided for validation of the warrant. The ACS is nationally and locally a tax exempt organization. Please make all purchases using tax exemption forms to avoid unnecessary spending. Tax exemption forms are available through the Treasurer.
2. There are many ways that receipts can be submitted. We recommend taking a picture or scanning the receipts and emailing the document as a PDF. Send both files (warrant and receipt) for proper signatures as described above (#5, Warrant Completion). If you are able to merge the receipt file and warrant file into one document, please do so.

GROUP ALLOCATION

1. Requests for group allocation funds must include a warrant and a 6-month report. One the Committee Chair has signed the warrant, send both documents to the Treasurer and Section Chair as described above (#5, Warrant Completion).

SAMPLE WARRANT

American Chemical Society
Pittsburgh Section

WARRANT

For Treasurer's Use Only
Check Number

Check payable to: Jane ACS-Volunteer

Address: 123 Any Road St.

City/State/Zip: Pittsburgh, PA 15222

Email of recipient: volunteer@acs.acs

Date: 7/7/17

For: National Chemistry Week Supplies

Committee: National Chemistry Week

COMMITTEE CODE	EXPENSE CODE	AMOUNT
2 0 0 0	1 9 0	20.00
	TOTAL	20

For Treasurer's Use Only		
Check Amount	*Date*	*Check Number*

WARRANT ORIGINATOR:
Print: Jane ACS-Volunteer

Signature: _____

ACS CHAIR:
Print: David Waldeck

Signature: _____

COMMITTEE CHAIR:
Print: Michael Mautino

Signature: _____

ACS TREASURER:
Print: Kelley Colopietro

Signature: _____

All warrants require the signature of the Committee Chairman and ACS Chairman, except personal expenses. The Warrant Originator can print all names.

COMMITTEE CODES		EXPENSE CODES	
0100	Executive	010	ACS/SACP Awards Night
0200	Treasurer	020	Central Regional Meeting
0300	Councilor/ACS Affairs	030	Community Development
0400	Crucible	040	Contributions (Phillips Lecture, CSC)
0500	Bylaws	050	Crucible Printing, Mailing, Layout
0600	Chemical Education	055	Crucible Other
0700	Finance	060	Financial Service and Accounting Fees
0800	Library Fundraising, Library Fund Maintenance	070	General Meetings (including speaker expenses)
0900	History, Landmarks, and Archives	080	General Operations
1000	Long Range Planning	090	Group Allocation
1100	Membership	095	Group Dues Return
1200	Nominating	100	Group Grants
1300	Pittsburgh Award/Distinguished Service Award	105	Group Other
1400	Professional Relations/Employment	110	High School Chemistry Contest
1500	Program	120	Meals
1600	Public Relations	130	Membership Directory
1700	Retired Chemists/Chemists Club	140	New Programs
1800	ACS/SACP Awards Night	150	Pittsburgh Award Presentation Ceremony
1900	Central Regional Meeting	160	Postage
2000	National Chemistry Week	170	Project SEED
2100	Project SEED	180	Student Affiliates Symposium
2200	Student Affiliates	190	Supplies
2300	Tripartite	200	Symposia (Other than Student Affiliates, Tripartite)
2500	Chemical Education Group	210	PJAS
2510	Energy Technology Group	220	Transfers to National ACS
2520	Environmental Science Group	230	Travel
2530	Polymer Group	232	Travel - Councilors
2540	WPTAG	233	Travel – Leadership Institute
2550	WCC	244	Tripartite
2560	YCC	250	Website
3000	Science on the Road (Mildred Perry Memorial Lecture)	300	Travel Grant
2500	National Chemistry Olympics/Olympiad	350	Pittsburgh Science Fair
4000	Other	400	Other