WARRANT PROCEDURES

Warrants are used to request funds in either cash or check form. Warrants provide official documentation and validation for every expenditure that an organization makes from its Muhlenberg College account. All transactions are carried out through the Cashier's Office in the Haas College Center.

USING WARRANTS

A Warrant procedure is outline as follows:

1. The first warrant of each book shall be made payable to Warrant Fund-Controller’s Office for payment of the warrant book. The Cashier will know the current charge for a warrant book.

2. The Treasurer of the student club must sign all warrants. A detailed explanation sheet that has also been signed by both the Treasurer and club Advisor must accompany the warrant.

3. Itemized receipts and detailed explanation sheets are required for all expenses incurred by an organization, and should accompany each and every warrant left with the Cashier for processing. Detailed explanations will expedite the processing of the warrant.

4. All warrants made out to students under $50 will be available for the recipient to pick up in the Cashier’s Office. Warrants to student that exceed $50 will be processed as checks. The named student recipient must claim these checks.

5. Please remember that warrants are not checks and cannot be given to students or others (even with appropriate signatures) with the hopes of having them exchanged for cash or check.

6. The warrants are triplicate. The pink (third) copy is for the chapter’s records and is not to be given to the Cashier; it remains in the warrant book. The Cashier should receive both the white and yellow copies. These should be stapled to the explanation sheet and receipt with the warrant on the top. The warrant should be stapled on the right side outside of the perforated edge so that the yellow sheet can be removed without tearing the warrant.

7. Paperwork should be submitted by 3 p.m. on Monday. Typically checks are available on Thursday afternoons.

8. Treasurers are responsible for picking up checks for recipients other than students from the Cashier’s Office. Checks will not be mailed to the payees by the Cashier’s Office.

9. Absolutely no money will be distributed and no checks will be issued until all proper requirements have been met.

MAKING DEPOSITS

1. All deposits shall be made at the Cashier’s Office using the appropriate forms and clearly indicating which account the funds should be directed to.

2. Loose change should be wrapped.

3. The Treasurer will be requested to wait at the Cashier’s window until the deposit form is completed and the amount is verified.

4. When collecting money for any reason, checks are the preferred form of payment and may be made out to the organization.