

## **SD Grand Guardian Council Electronic Warrant Processing**

The GGC has approved the use of electronic warrants to help speed the process of reimbursement.

An e-mail from your computer showing your name or email address and a statement of approval/disapproval will be validation of your review. Approval/disapproval to pay will be forwarded to each member of the finance committee and Grand Guardian for their records. The intent is to have a final single email that contains each member's individual response.

1. The bills will still be sent to the Grand Secretary by mail or email (with scanned receipts).
2. The Grand Secretary will fill out a warrant and scan the warrant and bills into the computer. The Grand Secretary will hold all of the original copies.
  - a. She will send via email the warrant with bills attached to the Finance Chair.
3. The Finance Chair will review them:
  - a. Check addition of itemized amounts
  - b. Review GL Accounts
  - c. Verify the receipts
4. The Finance Chair will forward an email to the Grand Treasurer listing the warrants and whether or not they are approved.
  - a. As an example: Warrants:
    - 2145 approved
    - 2146 approved
    - 2147 not approved (explanation required)
  - b. If a warrant is not approved, a copy of the email should be sent to the Grand Secretary.
  - c. If a warrant needs approval of the finance committee the Finance Chair will forward the email to the other members.
    1. The finance committee will then review the warrants and route an email through the committee back to the Finance Chair indicating their approval/disapproval of the warrant. If it is not approved, an explanation will need to be given.
    2. The final email needs to contain each individual member's approval/disapproval, if applicable, and the Finance Chair.
5. The Grand Treasurer will pay all approved warrants.
  - a. The approval email and receipts will be kept on file for audit purposes.