BUSINESS OFFICE

MISCELLANEOUS REQUEST FOR WARRANT (MRW)

PURPOSE:
The Miscellaneous Request for Warrant (MRW) is a vehicle to (1) request payment for a purchase that is not common to the operations of an educational institution, and (2) to certify that the nature of the expenditure is authorized under the guidelines of the Specially Funded Program (SFP) grant. Payments (checks/warrants) are prepared by the district based on the proper submission of the MRW, along with the supporting documents(s) such as an invoice.

PURCHASE REQUEST AND MRW – SFP CERTIFICATION:
The SAP financial software is being used for all normal payment requests through the SAP “Purchasing Cycle” and is initiated by the Purchase Requisition (PR) form. When the purchase is for an item(s) that is not common to the normal operations of an educational institution, the MRW memorandum must accompany the PR. The following are examples of payment that require the use of the PR along with the MRW memorandum.

- Payment to a vendor, such as a restaurant, for catering (food) services, whereby no contract is required, but a deposit or prepayment is required. Write on the PR “Prepayment Required” and use General Ledger (G/L) account #589000 – Other Expense.
- Payments to the food vendors (e.g., LAMC Culinary Arts Department) for SFP Participants or an SFP Program event (Recognition ceremony) use G/L account #589000.
- Grants – Payment to a third party (LAMC is considered a third party) for items such as books, material/supply charges, registration fees, tickets to an event, housing allowances and transportation costs for SFP participants. The key here is that we are giving the books, supplies, etc. to the SFP Participant; giving away items is considered an unusual activity of an educational institution. Thus, when the payee is a third party and the item purchased is for or given to the SFP Participant use G/L account #753000.

INITIATOR
- The initiator must submit the Purchase Requisition form with the SFP Certification Statement and the invoice or receipt, if prepayment is requested. Follow the Purchase Requisition procedure for authorizations and responsibilities. The SFP Certification Statement reads:

I hereby certify that these expenditure(s) were budgeted and authorized under the (name of program/grant) Fund, (#XXXXX) for the effective dates of (month/day/year) through (month/day/year). This program was approved by the Board of Trustees of the Los Angeles Community College District on (month/day/year).”

APPROVED: ___________________________  Los Angeles Mission College
DATE _______________________________ Administrative Services
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DIRECT PAYMENT METHOD:
Some payments are made outside of the SAP purchasing cycle that is called the Direct Payment Method. Only SFP Programs, because of the unusual nature of the expenditure, use the Direct Pay Method and the MRW memorandum is required. This form can be found on the Los Angeles Mission College Website at www.lamission.edu. The following are three examples of when to use the Direct Pay Method for payment.
- Reimbursement to a LACCD employee for authorized purchases, such as food for SFP Participants. Note: the key here is that the reimbursement is for an expenditure that is not “common to the operations of an educational institution.” Submit the MRW and receipt(s).
- Reimbursement to an SFP Participant for authorized purchases (use G/L account #752000 – Student Grant). Submit MRW and receipt(s).
- Cash Grants to SFP participants (use G/L #752000 – Student Grant), and attached a list of students.

INITIATOR:
- The initiator would submit the MRW, the receipts, and if necessary the list of students to the Business Office.

AUTHORIZATION:
- The MRW needs to be completed and signed by the SFP Director or Coordinator.
- The Business Office will obtain the Vice President of Administration’s authorization on the MRW.

RESPONSIBILITY:
- The Business Office submits the request to the District for payment.