

TO: LINDA K. FOX, DEAN
COLLEGE OF FAMILY & CONSUMER SCIENCES

FROM: _____

DATE: 12/9/2011

SUBJECT: MEMBERSHIPS AND/OR DUES

Policy: The University may pay institutional memberships and dues in professional associations provided that they are in the name of the University. Memberships in the name of an **individual** cannot be paid or reimbursed from any fund source **unless** one of the following circumstances applies:

Job Requirement

The membership is necessary to fulfill the requirements of a job. A letter of justification detailing the necessity of the membership must accompany any request for payment.

OR

The sole purpose of the membership is to purchase professional journals at a reduced rate that are not available through the University Libraries. The membership must include the cost of the journal **and** be less than the amount that would be paid if the journal was purchased alone. These journals become the property of the University rather than the individual in whose name the membership is made. The journals must pertain to the mission of the department from which payment is made. A letter of justification providing details to show the cost advantage of purchasing the membership must accompany any request for payment.

Approvals Required: Requests for payment of memberships and dues must be accompanied by a purchase and check request and a letter of justification approved by the cognizant Department Head/Director and the cognizant Dean or Vice President or Senior Vice President.

This request is for payment of a Membership and/or Dues in the name of _____.

The justifications is for a job requirement and/or a reduced cost of a journal entitled, _____ that is not available through the University Libraries.

The cost of the journal with membership is _____ and without the membership is _____.

If this justification is for a job requirement the details and justification are as follows:

Requester Signature _____

Department Head Signature _____

Dean's Signature _____

