Georgia State University Policy

5.30.22 Payment of Membership Dues (23-10-12.1)

Policy Summary

The University can pay institutional memberships and dues only if they are in the name of the University or if the membership is transferable if in the name of the employee. Memberships in the name of individual persons which are not transferable cannot be paid or reimbursed.

Full Policy Text

The University can pay institutional memberships and dues only if they are in the name of the University or if the membership is transferable if in the name of the employee. Memberships in the name of individual persons which are not transferable cannot be paid or reimbursed.

An invoice for an institutional membership or dues must be accompanied by a "Request For Payment of Non-Personal Service Item" form (Appendix 20-6). All other memberships must be approved by the appropriate department official such as the Department Chair or Project Director.

Administration of Policy

Mandating Authority:
Unknown

Responsible Office(s):
Office of Disbursements, 400A Sparks Hall, 3-3040

Responsible Executive(s): SVP for Finance and Administration

Policy History

Approving Body: Unknown

Contacts

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Campus Location</th>
<th>Phone Number and/or E-mail Address</th>
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<tbody>
<tr>
<td>Office of Disbursements</td>
<td>400A Sparks Hall</td>
<td>404-413-3040</td>
</tr>
</tbody>
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Rationale or Purpose

None provided.
Additional Information

None provided.

Additional Helpful Resources