Georgia State University Policy

5.30.23 Payment of Memberships and Dues for Journal Subscriptions (23-10-12.2)

Policy Summary

Payments for individual memberships in professional organizations may be made provided that the sole purpose is to obtain a reduced cost for professional journals. These journals must become the property of the University and not the individual in whose name the membership is made.

Full Policy Text

Payments for individual memberships in professional organizations may be made provided that the sole purpose is to obtain a reduced cost for professional journals. These journals must become the property of the University and not the individual in whose name the membership is made. The journals must pertain to the mission of the department from which payment is made. Payment of memberships from outside grant funds must be approved by the granting agency prior to payment.

Payment for such memberships should be made by submitting a "Request For Payment of Non-Personal Service Item" form (Appendix 20-6). The request 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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<td>Office of Disbursements</td>
<td>400A Sparks Hall</td>
<td>404-413-3040</td>
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</tbody>
</table>
Rationale or Purpose
None provided.

Additional Information

Additional Helpful Resources