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):

Policy History

Approving Body: Unknown

Rationale or Purpose

None provided.

Additional Information
Additional Helpful Resources

http://www.usg.edu/business_procedures_manual/section19/C1555