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):

Policy History

Approving Body: Unknown

Rationale or Purpose
None provided.

Additional Information
Additional Helpful Resources

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