## 3.1.3 Memberships and Dues

### Policy Statement
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:

I. **Job Requirement**: The membership is necessary to fulfill the requirements of a job. Justification detailing the necessity of the membership should be documented in the description/comments section of the payment request being submitted for payment.

II. 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. Details to show the cost advantage of purchasing the membership must be provided in the description/comments section of the payment request being submitted for payment.

Note: Memberships may not be paid using a P-Card, even if the membership is part of a registration for a conference.

### Reason for policy
To provide an understanding of when and how University departments may purchase Memberships or pay Dues.

### Procedures
A **payment** request should be submitted with an invoice. Justification detailing the necessity of the membership should be documented in the description/comments section of the payment request being submitted for payment.

Requests for payment of memberships and dues on sponsored projects funded by external agencies must follow **Direct Cost Procedures** (Section 13.5 of the Sponsored Projects Post Award Accounting Policy and Procedure Manual). The Office for Sponsored Programs reviews and approves CASB exceptions for memberships or dues. Sponsored Projects Administration reviews payment requests and monitors them for award and CASB compliance prior to payment. The justification included in the description/comments section of the payment request must meet the criteria above and explain how the professional journals are relevant to the grant funding the request.

### Additional contacts
Accounts Payable, 706-542-2786 and Contract & Grants, 706-227-7223

### Policy definitions
CASB: Cost Accounting Standards Board

### Responsibilities
**Responsible University Senior Administrator**: Vice President for Finance & Administration
**Policy Dates**
Effective Date: 01/01/2016
Date Last Updated: 09/25/2019
Date of Last Review:
Date of Approval:
Previous Version of Policy: