

Membership Request Form

The University recognizes that memberships in professional organizations and associations may benefit faculty and staff members when carrying out their respective University responsibilities. Because of limited resources to carry out the mission of the University, funds are not available to pay all the numerous and various membership dues.

In view of the above, one of the following criteria must be met before membership dues to professional organizations or associations will be processed for payment using either a Purchasing Card or Disbursement Voucher (including employee reimbursement).

1. If an individual membership in an organization is necessary and essential for an employee in performing the duties and responsibilities of their jobs, dues may be allowed on an annually-approved basis. A memo explaining the job relatedness must be included with the payment supporting documentation (i.e., imaged and attached to the transaction e-doc). The memo must be signed by one of the following: Provost, Vice President, Dean, Director, Chair, including Assistant and Associate positions, or Budget Officer at the College/MAU level. If the expense is to be charged against a restricted contract and grant account (the "RC" sub-fund), the expense must be specifically approved by the funding source (sponsor). This information must be documented and included with the payment supporting documentation (i.e., imaged and attached to the transaction e-doc).
2. [College Policy] The membership is directly related to a conference, where the membership subscription decreases the conference cost to the point that the membership fee is negligible.



College of Arts & Letters

In all cases, the membership payment must be supported with a valid business purpose – in line with MSU and department missions.

Name of employee requesting membership fee to be paid by MSU:

Home unit/department:

Name of membership being requested:

Cost:

Length of membership (monthly, annual, indefinite):

Dates of membership (start and end, if not indefinite):

Job Relatedness:

Business Purpose:

Funding Source (accounting string):

Approver Name:

Approver Title:

Approver Signature: