Section 04.12
MEMBERSHIP APPROVAL

APPROVAL OF A NEW MEMBERSHIP

A new membership fee or dues to a professional organization (object code 5211) must be approved by the President. All those already approved can be found on our website at http://falcon.tamucc.edu/~finserv/comptrol/Assoc%20VP/comptroller_orgmemb.htm

The following must be done if your membership is not found on the approved list. For a new membership submit a completed voucher create form and a memo signed by both the Dean and the Vice President overseeing the Department to the Accounts Payable Department. At a minimum, the memo must state the following:

• public purpose that will be served by the obtaining the membership
• how the membership relates to the specific statutory duties of your department, and
• what consequences or impact the university will have if the membership is not approved

The Comptroller’s office will review the voucher and supporting documentation and route it to the President’s office for approval. Your department will be notified by Accounts Payable if the membership is being processed for payment. If the membership is not approved by the President, the application will be returned to the department. Please note that memberships in an individual’s name must be paid with local funds. Memberships submitted in an individual’s name are not transferrable and cannot be used by any other employee.

Here are some other items to consider:

• Memberships being paid using grant accounts need to be routed through the research office before being submitted to Accounts Payable.
• The Organizational Memberships list is prepared and submitted annually for approval. If you did not submit or renew the membership for approval in the prior year it is treated as a new membership.
• Memberships (5211-5213) should not be charged on the PCard. The only exception to this rule is ONLY if the vendor does not accept PO’s and that vendor is recognized on the President’s Approved list with your specified name listed as the responsible person or the responsible person is listed as Institutional with your Department specified. Cardholder is subject to audits for verification.
• Remember, if you pay for an individual membership without approval, you run the risk of not being reimbursed!

Memberships cannot be paid from Petty Cash.