

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy FO-36

MEMBERSHIP FEES

All memberships are held in the name of the University. The University may pay a membership fee to a professional and/or non- professional organization if:

- The University has specific or implied statutory authority for the payment,
- The payment would serve a proper public purpose, and
- The University would receive adequate consideration in exchange for the payment.

The Vice President for Finance and Operations (VPFO) shall review and grant prior approval for any expenditure for recurring membership fees or dues to professional and or non- professional organizations. (Appropriations Act, Article IX, Sec. 137).

Payment for memberships or dues to professional or non-professional organizations shall be handled via the procurement card. A memo signed by the VPFO shall be obtained and submitted with the procurement card reconciliation to the Controller's office. A statement is required on the memo that explains the need for the membership and the benefit that the university will receive from the membership. All memberships shall be in the name of the University with the provision that institutional representatives may be listed.

In the event an organization does not accept credit card payments, a University department may submit a Direct Pay request to the Accounts Payable Department with the signature of the VPFO and completed applicable membership forms.

Reviewed by: Dana Gibson-President
Randall R. Powell- Interim Vice President for Finance and Operations

Approved by: Cabinet 2/8/2011

Review Date: February 2011

Next Review Date: February 2012