

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

Finance & Operations Policy FO-36
Professional Memberships

The President shall review and grant prior approval for any expenditures for recurring memberships or dues to professional organizations (Appropriations Act, Article IX, Sec. 137). All memberships shall be in the name of the university with the provision that institutional representatives may be listed.

Payment for memberships or dues to professional organizations shall be handled on purchase vouchers submitted to the President's office and then to Administrative Accounting. A statement is required on the voucher that explains the need for the membership and the benefit that the university will receive from the membership.

Reviewed by: R. Dean Lewis - Director for Finance & Operations – 11-01-08
Next review: 2/1/10