

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

**Finance & Operations Policy FO-16**  
**Fees for Professional Licenses**

Fees may be paid from Sam Houston State University funds for employees to obtain or renew professional licenses if the following conditions exist:

1. The license is directly and substantially related to the employee's position and duties.
2. The University would receive adequate return on the payment.
3. The President or his designee has approved the payment. The fee may be paid directly to the licensing agency or the University may reimburse the employee. Purchase Orders made payable to the licensing agency must have the billing invoice attached in BearKatBuy (BKB). Direct Pay Forms that reimburse the employee must have a copy of the receipt or canceled check attached. Fees may be paid from state, local or gift funds.

Reviewed by:           Tessy Rappé - Assistant Vice President for Finance and Operations  
                              Reneé Starns - Executive Director Procurement and Business  
                              services

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