

**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 each division shall review and grant prior approval for any expenditure for recurring membership fees or dues to professional and/or non-professional organizations.

Payment for memberships or dues to professional or non-professional organizations shall be handled via a Membership form in BearKatBuy. The appropriate routing/workflow is built into the form. All memberships shall be in the name of the University with the provision that institutional representatives may be listed. The specific business purpose and benefit to the University shall be included on the form.

If a vendor will not accept payment generated via a BearKatBuy requisition, the PCard may be utilized.

If the PCard is used, the department must submit the Membership Approval form found under the Disbursement's Forms heading at <http://www.shsu.edu/intranet/policies/forms/index.html> (PDF form for PCard transactions only). The form must go through the divisional VP for prior approval of the transaction, listing the business purpose and benefit to the University and submit with their PCard Expense Report.

Reviewed by:           Tessy Rappé –AVP Finance & Operations  
                              Reneé Starns –Exec. Director Procurement & Business Services

Review Date:           October 2016

Next Review Date:    December 2019