



Requestor Information

Requestor Name, Requestor Email, Department Name, Current Position Title

Membership Information

Membership Name, Membership Type, Membership Duration, Membership Dues, Explanation of Benefit, Describe Function, Membership Website

Employee Information (For Individual Membership)

Employee Name, Employee Email, Department Name, Current Position Title, Link to Membership Policies

Required Signatures

Optional Approver Level 1, Optional Approver Level 2, Mandatory Approver: Division Vice President