

**PROFESSIONAL ASSOCIATIONS AND SOCIETIES  
PERSONAL MEMBERSHIP APPROVAL FORM**

This form shall be used by faculty and staff for approval of a personal membership in a professional association or society that the employee can clearly demonstrate that the membership in such an organization assists the department, faculty or staff in efficiently executing the functions and responsibilities of the employee's job and is related to the departmental mission.

- POLICY REQUIREMENTS:**
1. One (1) personal membership per employee per fiscal year (July-June)
  2. Approval must be received each year if membership to be renewed
  3. Next level supervisor approval must be received prior to any payment
  4. Approval form must accompany any requisitions, forms or receipts
  5. Secure Sponsored Research approval if payment under a grant

Name of Professional Organization  
Personal Membership Requested In:

Annual Cost  
of Personal Membership:

Start Date of Membership:

End Date of Membership:

To Be Fund by Budget Unit:

Account Category to Charge:

**536510**

State Relevance of Personal Membership in Assisting to Execute the Functions and Responsibilities of the Employee's Job:

Print Or Type Name of Requester

Requester Signature

Date

Office of Sponsored Research and  
Programs Approval Required if Payment