

## **Professional Memberships, Subscriptions and Licenses**

### **Professional Memberships:**

The University may pay institutional memberships and dues in professional associations provided that they are in the name of the University. Departments are responsible for making sure the University is not already a member of the organization before authorizing a purchase request.

Memberships in the name of an individual cannot be paid or reimbursed from any fund source **unless** one of the following circumstances applies:

- Job Requirement: The membership needed in the outside organization is required to fulfill the requirements of a job (Nurse certification/memberships). A letter of justification detailing the requirement of the membership must accompany any purchase request. **OR**
- The sole purpose of the membership is to purchase professional journals at a reduced rate that are not available through the University Library. The membership must include the cost of the journal and be less than the amount that would be paid if the journal was purchased alone. These journals become the property of the University rather than the individual in whose name the membership is made. The journals must pertain to the mission of the department from which payment is made. A letter of justification providing details to show the cost advantage of purchasing the membership must be provided.

### **Subscriptions:**

Department budget managers may authorize purchase requests for subscriptions if the following circumstances apply:

- The University is **not** already a subscriber or member of an organization.
- The subscription is **not** available through the University Library.
- The subscription is of a public nature and a tangible benefit accrues to the University by virtue of the payment.
- A letter of justification accompanies the purchase request.

### **Licenses:**

An employee must pay for a license or certification held in the employee's name if it is required to meet the minimum job requirements because it is held in the employee's name and will move with the employee.