

Memberships

Original Implementation: September 1, 1982

Last Revision: July 24, 2018

Purpose

This policy provides specific guidance relating to purchasing memberships.

General

All memberships are held in the name of the university. Memberships that clearly relate to the university as a whole may be paid from the university's institutional membership account, subject to available funding and president's approval. Memberships relating to specific departments or functions are funded from departmental or college accounts.

Memberships that will be paid with appropriated funds must be submitted on a purchase requisition and approved at the president or vice president level. This approval may not be delegated. Memberships in a chamber of commerce may not be purchased with appropriated funds.

Cross Reference: Tex. Gov't Code § 2113.104; State Comptroller eXpendit, Restricted Expenditures

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Procurement and Property Services/HUB Coordinator

Forms: None

Board Committee Assignment: Finance and Audit