

# DEPAUL UNIVERSITY

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## Membership in Organizations

**Category:** Financial Affairs

**Responsible Department:** Accounts Payable

**Responsible Officer:** Manager of Accounts Payable

**Effective Date:** 3/22/2017

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### Policy Summary

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This policy explains the various types of memberships to which faculty and staff may request payment of membership fees and related expenses.

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### Scope

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This policy affects the following groups of the University:

- Entire University Community

This policy affects all member of the university community.

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### Policy

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Generally, membership dues and fees associated with professional organizations and associations are the responsibility of the individual faculty or professional staff member. In some instances and at the discretion of the approving budget manager, the university will reimburse or pay for membership dues and fees for professional organizations and associations provided they are relevant to the university's activities. Such membership dues and fees are considered a normal business expense and approval is obtained consistent with other payment requests. Examples of professional organizations and associations include business, technical and professional organizations such as the National Association of College and University Business Officers (NACUBO) and the Higher Education User Group (HEUG).

The university will not reimburse or pay for membership dues and fees associated with private clubs and organizations without one-time approval from the Provost, Executive Vice President or the President of the university using the [Private Club Membership Authorization Form](#). Examples of private clubs and organizations include civic or community organizations such as the Union League Club of Chicago or the University Club of Chicago.

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### Procedures

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#### Membership Payment Approval

Professional organizations and associations membership dues and fees are considered a normal business expense and require approval and documentation consistent with routine payment processing.

Private club and organization memberships require one-time approval from the Provost, Executive Vice President or President of the university. Approvals must be documented using the [Private Club Membership Authorization Form](#) and accompany the first payment request. Ongoing private membership dues and other expenses (e.g., meals and entertainment) require approval and documentation consistent with routine payment processing.

### **Membership Payment Processing**

All membership dues, fees and other expenses can be paid using a ProCard, [Voucher Payment Request Form](#), direct invoice billing, or through personal reimbursement (via the [Employee and University Guests Reimbursement Form](#)).

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## **Divisional Collaborations**

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None.

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## **Contact Information**

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### **Manager of Accounts Payable**

(312) 362-5372

accountspayable@depaul.edu

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## **Appendices**

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[Private Club Membership Authorization Form](#)

[Employee and University Guests Reimbursement Form](#)

[Voucher Payment Request Form](#)

[Employee and University Guests \(Travel and Other Reimbursements\) Policy](#)

[Payments to Vendors, Service Providers, and Other External Parties Policy](#)

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## **History/Revisions**

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Origination Date: 11/15/1991

Last Amended Date: 03/22/2017

Next Review Date: N/A