

Memberships and Dues Payments

[Utah State University Policy 522 "Memberships and Dues"](#) provides guidance as to when the payment of memberships and dues may be in the best interest of the University. The policy addresses institutional or organizational (University) memberships and dues as well as individual memberships and dues. The President grants authority to Deans and Vice Presidents to approve, within their respective areas of responsibility, the payment of University or individual memberships or dues.

Forms have been created to show departmental compliance with the policy when University funds are used to pay for memberships and dues.

University or Individual Memberships and Dues

The [Memberships or Dues Authorization Form](#) should be completed and signed by the Dean or Vice President whenever institutional or organizational (University) memberships and dues are paid with University funds.

Methods of Payment

Authorized University memberships and dues may be paid for by the following methods:

- P-Card. The information should be entered into Banner Workflow for each membership and dues transaction. (Reallocate the charge to account code 714750, Membership Dues, if necessary.)
- Requisition. Use account code 714750, Membership Dues. The completed Membership and Dues Form must be submitted through USU EZ Buy for the membership or dues to be paid, this payment could be to a business or a reimbursement to an employee.
- Travel Reimbursement. Use account code 714750, Membership Dues. The completed and signed original Authorization Form must be attached to the Travel Reimbursement, along with an itemized receipt for processing by Travel.