



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 72.16: Memberships**

**DATE:** September 9, 2010

**PURPOSE:** The purpose of the Operating Policy and Procedure (OP) is to provide specific guidance for memberships.

**REVIEW:** This OP will be reviewed in September of each even-numbered year by the director of Purchasing and Contracting and the director of Tax Compliance and Reporting with recommended revisions forwarded to the vice president for administration and finance and chief financial officer.

#### **POLICY/PROCEDURE**

##### **1. Policy**

This policy will apply when using university funds from any funding source.

##### **2. Memberships**

- a. Texas Government Code § 2113.104 requires the chancellor, president, or designee to approve payment of professional membership dues.
- b. Both the Purchasing and Contracting Office and Payment Services Department maintain a list of organizations approved for membership by the chancellor and president. This list may be viewed on the following website:  
<http://www.depts.ttu.edu/afism/ProfessionalSocietyNames/SearchProfSociety.aspx>.
- c. If an organization is not included on the list, a *Request for Membership Approval* form (see attachment) must be prepared and attached with the requisition or e-mailed to [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu). The organization must be approved prior to payment of any membership dues with university funds.
- d. No membership can be paid on appropriated funds (funds 11, 12, and 13) unless prior written approval by the vice president for administration and finance and chief financial officer. The written approval must be attached to the requisition and the requisition must be submitted prior to the start of the membership.
- e. Additional restrictions will be applied if the organization hires a lobbyist. Payments to the organizations will not be allowed unless prior written approval is received by the vice president for administration and finance and chief financial officer. TTU is required to report these payments to the state Legislative Budget Board, Senate Finance Committee, and House

Appropriations Committee. A potential list of lobbyists can be reviewed at the following website: <http://www.ethics.state.tx.us/dfs/loblists.htm>.

f. Memberships must be in the name of the state of Texas and cannot be in the name of an individual. An individual may be shown as a representative, if desired.

g. The following information is required on the requisition for a membership:

- (1) A benefit statement
- (2) The name of the representative(s)
- (3) Membership starting date
- (4) Membership ending date, and
- (5) The amount due

The benefit statement must indicate the benefit TTU receives or derives from becoming a member of the organization.

h. Memberships may be processed on a pcard as long as the transaction is compliant with this OP.

i. Memberships to Sam's Club must be processed on a requisition. When submitting the reconciliation for the pcard statement, a screenshot of the membership approval screen is required. There may be only one Sam's Club membership per department.

j. No type of membership shall be used for personal use or benefit at any time.

k. The university prohibits the payment of social memberships with any type of funds unless approved prior by the vice president for administration and finance and chief financial officer. The written approval must be attached to the requisition and the requisition must be submitted prior to the start of the membership.

Attachment: [\*Request for Membership Approval\*](#)

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