



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 72.16: Memberships

DATE: December 11, 2018

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

REVIEW: This OP will be reviewed in September of even-numbered years by the Chief Procurement Officer with substantive revisions forwarded to the Vice President for Administration & 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. Procurement Services maintains a list of organizations approved for membership. 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 (<http://www.depts.ttu.edu/procurement/forms/documents/purchasing/procurement-request-for-membership-approval.pdf>) must be prepared and attached with the TechBuy requisition or e-mailed to 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 14) unless prior written approval by the Vice President for Administration & Finance and Chief Financial Officer or his/her designee. The written approval must be attached to the requisition and the requisition must be submitted prior to the start of the membership. Memberships are never allowable on 13 funds.
- 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 & Finance and Chief Financial Officer or his/her designee. 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 university and cannot be in the name of an individual. Individuals may be shown as representatives, 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 organization is listed on the membership list and the transaction is compliant with this OP.
 - i. Departmental wholesale of purchasing of club memberships is permitted. There may be only one wholesale purchasing club membership per department (e.g., one Sam's Club membership for a department). The purchasing club must accept the university's purchase orders or PCard for payment of goods. When submitting the reconciliation for the PCard statement, a screenshot of the membership approval screen is required. Personal reimbursements (One Time Payments) for goods purchased at a purchasing club are not allowed. Appropriated funds (11, 12, 13, and 14) are not allowed for purchasing club memberships.
 - j. No membership paid for with university funds 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 prior written approval is received from the Vice President for Administration & Finance and Chief Financial Officer or his/her designee. The written approval must be attached to the requisition and the requisition must be submitted prior to the start of the membership. Appropriated funds and sponsored project funds are not permitted on any social memberships.