



TEXAS TECH™

Operating Policy and Procedure

OP 72.16: Memberships

DATE: February 24, 2025

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

REVIEW: This OP will be reviewed every two years after publication by the Assistant Vice President and Chief Procurement Officer with substantive revisions forwarded to the Senior 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 Tech University (TTU) may pay a membership fee to a professional or non-professional organization if:
 - (1) TTU has specific or implied statutory authority for the payment;
 - (2) The payment would serve a proper public purpose; and
 - (3) TTU would receive adequate consideration in exchange for the payment.
- b. TTU may not join a chamber of commerce; however, TTU may contract for services with a chamber of commerce if there is specific or implied authority for the contract.
- c. The membership organization must be reviewed by Procurement Services (whether on a requisition in TechBuy or on a PCard) prior to payment of any membership dues with university funds. If the membership organization is on the Texas Comptroller's lobbyist list, TTU cannot proceed with the membership.
- d. No membership can be paid on appropriated funds (funds 11, 12, and 14) unless prior written approval is received from the Senior Vice President for Administration & Finance and Chief Financial Officer or their designee. The written approval email must be attached to the requisition or the PCard reconciliation. If paid on a requisition in TechBuy, the requisition must be submitted on the membership form in Techbuy prior to the start of the membership. Memberships are never allowed 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 Senior Vice President for Administration & Finance and Chief Financial Officer or their 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:
<https://www.ethics.state.tx.us/search/lobby/LobbySimpleSearch.php>.
- f. Memberships must be in the name of Texas Tech University and cannot be in the name of an individual. Individuals may be shown as representatives.
- 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 operating policy.
- i. Departmental wholesale purchasing club memberships are permitted. There may be only one wholesale purchasing club membership per department (e.g., one Sam's Club membership for a department). The club must accept the university's Citibank PCard for payment of goods. When submitting the reconciliation for the PCard statement, a screenshot of the membership approval email is required. Faculty, staff, or student reimbursements (One Time Payments) for goods purchased at a purchasing club are not allowed. Appropriated funds (11, 12, 13, and 14) and sponsored project funds (21, 22, and 23) 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 (Texas Tech Club, country clubs, sporting clubs) with any type of funds unless prior written approval is received from the Senior Vice President for Administration & Finance and Chief Financial Officer. The written approval must be attached to the requisition or PCard reconciliation 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.