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## 2321 DUES, MEMBERSHIP FEES & SUBSCRIPTIONS

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Effective: Dec. 1986  
Revised: November 2006  
Last Reviewed: April 2018  
Responsible Office: Comptroller  
Approval: Comptroller

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### PURPOSE

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To ensure that dues, membership fees and subscription costs incurred by the University serve the instruction, research and public service objectives of the University.

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### POLICY

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1. Dues, membership fees and subscriptions will be paid only in cases where the benefits derived are in accordance with the University's mission of instruction, research and public service. The membership or subscription must support the individual's job related responsibilities.
2. Payment of membership fees for private clubs or organizations is prohibited unless approved in writing by the Vice President for Finance and appropriate Dean or center director.
3. A Purchasing Card must be used for payment of dues, memberships and subscriptions whenever possible.
4. Payment for subscriptions will be made directly to the publisher. Reimbursement to employees is allowable only when the personal subscription rate is lower than the institutional rate available to the University.