

SUBJECT: Memberships
Number: 622
Issued by: Vice Chancellor for Finance
Date: January 7, 2004

This policy is in accordance with USC Policy Business and Finance 7.06, the full text of which is available at <http://www.sc.edu/policies/busf706.html>

Policy

A. Employee association/professional dues are authorized from University funds provided they meet the following requirements:

1. The membership is reasonable, justifiable and necessary to benefit the University. A written statement detailing the benefit to the University and the reason an individual membership is necessary in lieu of an institution membership must be submitted with the payment request.

2. Approval for payment is required as follows:
Executive, Vice, Associate Chancellors - Approved by Chancellor
Faculty - Approved by Executive Vice Chancellor
Staff - Approved by Executive, Vice or Associate Chancellor

Approvals cannot be designated below Executive, Vice or Associate Chancellor level.

B. The University is prohibited from using state funds to pay professional license fees required by state regulatory agencies. However, the University will allow license fees to be paid from a unit's Foundation funds when a license is required by the University position held by the individual, or when the individual actively represents the interest of the University in the licensing organization.

II. Procedure

A. Requests for payment of employee association/professional dues should be submitted to the Business Office and will be routed to Columbia on a Direct Expenditure Voucher (DEV) with required documentation and approvals,
or charged to the USC VISA Purchasing Card. When using the Purchasing Card,

it is essential that all required documentation and approvals are in place prior to making the charge.

B. Payment for a license fee shall be processed following the normal procedures set forth for payments from Foundation funds. Each request shall also include a written statement from the unit dean or department head certifying that the requirements of the policy with respect to need of license have been met.