

	PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK	GUIDELINE NO: 111
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		ORIGINAL: January 2003
		LAST REVISED: January 2016
TITLE: Requisition Processing Memberships and Subscriptions in Professional Organizations		REVISION DATE: February 2018

I. Purpose

The purpose of this guideline is to define a procedure for submitting requisitions for memberships and subscriptions.

II. Procedure

A membership must be directly related to the activities of the employee’s professional duties and the agency and provide benefits to the agency. These benefits to the agency must be clearly articulated in the justification. Generally, the benefits should include the following:

- Subscriptions to professional journals, newsletters and other publications related to agency functions or interests
- Research services
- Access to professional meetings and conferences
- Reduced rates for conferences or training sessions

Memberships must be in the name of the State agency or an agency title rather than in an individual’s name. If such a membership is not available, a membership in an individual’s name will be allowed under the following condition:

- All materials and benefits received from the membership shall be the property of the agency and made available to all agency employees.

III. Documentation Required for Payment

- If the membership is in the name of an individual, an explanation must be submitted.

The University does not pay for students’ subscriptions or memberships.