



The University of Georgia

Office of the Senior Vice President for Academic Affairs and Provost

TO: Academic Vice Presidents, Deans, University Librarian, and Chief Information Officer

FROM: Jere W. Morehead, Senior Vice President for Academic Affairs and Provost *JWM*
Christina J. Miller, Associate Provost for Academic Fiscal Affairs *gm*

DATE: February 10, 2011

RE: Change in Approval Authority for Memberships or Dues in Professional Organizations

To streamline and accelerate the process for the payment of memberships and dues in professional organizations, the requirement for the approval of the Senior Vice President of Academic Affairs is being removed. While this change will enhance the process by removing a layer of review, please be mindful that the final responsibility for following University rules regarding these purchases will be your responsibility. Some important points to remember when approving are:

- The University may pay institutional memberships and dues in professional associations provided they are in the name of the University.
- Memberships in the name of an individual cannot be paid or reimbursed from any fund source unless one of the following circumstances applies:

The membership is necessary to fulfill the requirements of a job. A letter of justification detailing the necessity of the membership must accompany any request for payment or

The sole purpose of the membership is to purchase professional journals at a reduced rate that are not available through the University Libraries.

- A letter of justification approved by you must accompany any check or purchase request for memberships or dues. Please remember that by signing the letter, you are certifying that the request is within the parameters of the university's policy. Membership dues have been a subject of audit.

The university's policy regarding memberships can be found on AskUGA at <http://askuga.uga.edu/default.asp?id=1664&Lang=1&SID=> .

We hope you and your faculty will find this change to be a positive one. Should you have any questions regarding the change, please contact Chris Miller at chrisjm@uga.edu.