

# Arkansas State University - Jonesboro

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**Effective Date: 01/02/08**

**Number: 05-42**

**Section: Finance and Administration**

**Subject: Memberships and Licenses**

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## **Membership Dues**

Generally, membership dues may be paid when such membership is in the name of the University, and such membership is not in a community organization. In the event that any membership due is in the name of an individual, or a membership, whether in the name of an individual or the University, is in a community organization, the appropriate Vice Chancellor or the Chancellor must approve the payment of such due. The approval should include justification of the payment and an explanation of how the membership is in the best interest of the University and is necessary to carrying out the purposes of the University. Such approval shall be included in the documentation supporting the disbursement, shall be retained in the University's financial records, and shall be available for audit purposes. (Reference: Section R1-19-4-1103 of the Arkansas Department of Finance and Administration Financial Management Guide).

## **Licenses**

License fees for individuals may only be paid when the license is required for the performance of the duties of the position by federal, state, or other regulatory agencies, and/or is deemed to be integral to the performance of the duties of the position, and/or is determined to be in the best interest of the University. The appropriate vice chancellor or the chancellor must approve the payment of license fees. The approval should include justification of the payment and an explanation of how the license is in the best interest of the University and is necessary to carrying out the purposes of the University. Such approval shall be included in the documentation supporting the disbursement, shall be retained in the University's financial records, and shall be available for audit purposes.

Reviewed on 05/02/13.