

ASSOCIATION DUES APPROVAL FORM

Instructions: Complete and return to Procurement Office for final (President's) approval

Name of Association:

Check one:

	Cost
<input type="checkbox"/> New to the current Expenditure Schedule	<input type="text"/>
<input type="checkbox"/> Annual Dues Amount	<input type="text"/>

More than 10% rate increase of the current approved Expenditure Schedule

<input type="text"/>	Last year's dues
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<input type="text"/>	This year's dues
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Payment Source:

Department:

FUND

ORG

ACCOUNT

Approval:

"I hereby certify that the fee for the aforementioned association due will be funded by our departmental funds listed above."

Budget Manager/Program Director

Date

Dean

Date

Approval of Program Dean/Provost:

This association due is not on the approved Expenditure Schedule; however, I do hereby approve for payment.

This association due exceeds our Expenditure Schedule by more than 10%; however, I do approve for payment.

Provost/VP

Date

President/CFO

Date