

Membership and Licensure Approval Form

University Policy §5:2 allows for payment of select memberships upon proper approval and documentation of expense. The individual requesting the expenditure should complete this form and route, upon review by the supervising Dean or Director, to the appropriate Vice President, or when required, the University President for approval. Individuals who report directly to the President submit their requests to the President. The associated invoice must be attached to this form. Information and forms concerning Memberships and Licenses will be attached to the payment document in Banner. *(If approval is granted, the same approval form can be attached to future membership/licensure renewals, barring no policy, statute or fact changes.)*