



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

DATE ISSUE
3/28/00

REVISION
3

PAGE
E2-330.0

SUBJECT

PURCHASING

SUB-TOPIC

PURCHASE OF MEMBERSHIPS TO PROFESSIONAL ORGANIZATIONS

Fees to professional organizations are paid from the requisitioner's account and do not require submission of a purchase requisition to the Purchasing Department.

Payment is made by completing a Purchase Voucher with appropriate approvals, including the approval of the President or his designee. All memberships must be made in the name of The University of Texas at Dallas with the participant(s) named as representative(s) and show date of membership.

As required by the current General Appropriations Act, each voucher must state the benefit of the membership as it relates to our agency's statutory duties. This information should be placed on the voucher by the requisitioner.