

DEARBORN ADMINISTRATIVE GUIDE

Section: Business and Financial Services
Subject: Memberships
Issued by: Financial & Budget Services
Number: 507.3
Date Revised: 11/2007

Membership in a professional organization over \$25.00 may be purchased via an ePro Requisition or P-Card. Memberships under \$25.00 may be processed through the Petty Cash system at the Cashier's Office. Membership dues may be paid from the Dearborn General Fund. Only one institutional membership, or in the case where no institutional membership is available, only one individual membership per organizational unit, may be paid from the General Fund.

A new membership which exceeds \$500.00 must be accompanied by a recommendation from the appropriate Dean/Director stating the benefits of membership in the organization. Upon receiving appropriate departmental approval, the membership information and Dean/Director's memorandum are to be submitted to Financial & Budget Services for review and approval.

Further information may be obtained by contacting Financial & Budget Services at 593-5410.