

Emma Eccles Jones College of Education and Human Services

Approval of Payment for Dues and Memberships

Approval must be obtained **before** payment of dues and memberships. If paid by P-card, a copy of this approval must accompany the reconciled monthly report.

Name:

Department/Unit:

Index number:

Type of fund (circle one):

- E&G Funds
- Grant Funds
- Overhead Funds

Name of society/membership:

Membership period:

Purpose of membership:

Benefits of membership:

Other justification:

Method of payment:

Dept. Head or Supervisor

Date

Dean or VP

Date