

m ***Memberships and Subscriptions***

SCOPE

Agency heads may authorize the use of City funds to allow employees to join professional associations or organizations and/or to subscribe to professional publications, which directly relate to the work of the agency

GUIDELINES

When requesting dues for a professional membership or ordering a subscription, the following general guidelines must be observed;

Membership Dues

1. Payment of an employee’s membership dues will be authorized for a professional association or organization that is related to the employee’s work and that will benefit City Government.
2. The agency head or designee must approve the membership dues request.

Subscription

1. Only one subscription per publication will be authorized for any one agency unless expressly requested, justified and approved by the agency head.
2. Subscriptions must be purchased in the name and title of the agency head or his/her designee.
3. All publications must be delivered to the business address of the subscriber.

MEMBERSHIPS AND SUBSCRIPTIONS

To process professional membership dues or order a subscription, an expenditure authorization must be prepared with appropriate documentation attached and submitted to the Department of Finance, Bureau of Accounting and Payroll Services, 401 E. Fayette St.

The small purchases procurement card may also be used to process professional membership payments in accordance with AM-309-1.

Related Policy

- AM-303-1 Expenditure Authorization
- AM-309-1 Small Purchases Procurement Card