

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.)*

Name of Department/Program: _____

Person Submitting Request: _____
Print Name & Title _____ Date _____

Signature

Request for: Institutional Membership ____ College or Department Membership ____
Policy Exception Approval Required: Individual Membership/Licensure Fee ____
Individual Mandatory Continuing Education ____

Justification for membership expenditure or exception to Membership and Licensure Policy: (Required)

Where should form be returned for payment processing? _____
Name/Box #

For ALL Membership/Licensure Approval (Institutional, College, Department or Individual) in conformity with the Membership Policy:

Supervisor Review: _____
Name & Title/Signature _____ Date _____ Approve/Deny

Dean/Unit Director: _____
Name & Title/Signature _____ Date _____ Approve/Deny

V.P. or President: _____
Name & Title/Signature _____ Date _____ Approve/Deny

For Policy Exception Approval for *Individual Licensure, Individual Membership or Individual Mandatory Continuing Education* now forward to the University President for Approval or Denial in accordance with the Membership Policy requirements (Do not forward Institutional Memberships, unless direct report to President):

University President: _____
Signature _____ Date _____ Approve/Deny

After appropriate approvals are obtained, return form to the Name/Box # above. If approved, requesting unit attaches the completed Membership and Licensure Approval Form and the invoice to the Banner or electronic processing system payment document.