
Dues and Memberships

Revised: 10.27.06

I. POLICY

Under University of North Dakota policy, a membership in a business, technical or professional organization should be carried in the name of the university and not of an individual. This approach promotes transferability of the benefits of the membership. Membership in the name of the individual will be allowed if the institutional membership is not available or if it can be demonstrated that the individual membership is cost effective.

Memberships are an unallowable expense on federal grants and contracts unless they are specifically identified and approved in the budget. Contact the Grants & Contracts Administration Office for clarification. Payment of individual memberships, with the approval of the departmental chairperson, may be made from appropriated or local funds, including indirect cost rebate funds. Memberships in community organizations or social clubs are an unallowable expense on university sources of funds. Departments are encouraged to review all memberships prior to renewal to ensure there is a proven benefit for the university to justify the expenditure of funds. Memberships should be renewed annually unless it can be justified that there would be a significant cost savings to the University by having a longer renewal period.

II. PROCEDURE

A Voucher, along with the original invoice/price support and a copy for Accounting Services' records, should be submitted for payment of the dues.

As of July 1, 2006, Departments may now use their Purchasing Card to charge Dues and Memberships. Departments will need to submit the invoices for Dues and Membership on their Purchasing Card Record forms.