

PROCEDURE

Effective Date: March 20, 2015
Approved by:
Chief Procurement Officer

Authority: [LAC 34:XIII.U525.A.13](#) &
[LAC 34:XIII.U52 5.A.31](#)

See Also:

[POL-U501](#) (Methods and Thresholds for
Procuring Goods & Services)
[PRO-U525.A](#) (Exceptions to the Competitive
Solicitation Process)

PRO-U525.A.31 Dues, Registrations, and Membership Fees

This procedure applies to purchases for both, individual and institutional, memberships that are allowable if it can be demonstrated that the membership assists the department, faculty, staff in efficiently executing the functions and responsibilities of the employees' jobs and is related to the departmental mission.

Important Note: ONLY ONE (1) INSTITUTIONAL MEMBERSHIP IN THE NAME OF THE UNIVERSITY OR THE NAME OF A UNIVERSITY DEPARTMENT WILL BE PERMITTED.

Action by: Action:

Purchasing Agent
(User Department)