Memberships

Purpose

The University recognizes the importance of memberships in national, state, local and community organizations. Membership dues paid to organizations shall be made in accordance with the following:

Policy

All institutional memberships must be in the name of The University of Texas at El Paso, and the mailings, correspondence, and billing must be sent to an institutional address. All expenditures for membership dues using state appropriated funds (14 – accounts) will require a Lobbyists Search by the Accounts Payable Department. State of Texas Purchase Policies and Procedures Guide does not allow the use of “appropriated money to pay, on behalf of the agency or an officer or employee of the agency, membership dues to an organization that pays part or all of the salary of a person who is required by Chapter 305, Government Code, to register as a lobbyist.”

Procedures

To Pay for a Membership:

1. Other Fund Sources

   If dues are being paid with an account other than a state appropriated funds account (14 -), please process payment voucher with normal routing.

2. State Funds (14- accounts)

   Departmental administrative staff will create a voucher (VP2) for payment of the membership. The invoice and membership backup need to be accompanied with a copy of the VP2. The Accounts Payable Department will run a lobbyist search and if the membership does not have any lobbyist concerns, the payment process will continue. If the membership has lobbyist concerns, the creator of the voucher will be contacted to change the account to other than a 14 – account.

3. Institutional Membership Account

   Departments are to complete the top half of UTEP’s Institutional Membership Form and have it signed by the appropriate authority. The Office of the VPBA will create the voucher and route it for payment.

Applicability

This applies to all departments.

Responsible Party

Vice President for Business Affairs

Last updated: October, 2008