



Administration and Finance

Policy No: 3351

Policy Name:

Payment Of Professional Dues In Professional & Academic Associations

Effective Date:

July 1, 1994

Policy:

Payment of membership dues in professional and academic associations will be issued through the Working Fund.

Revision Date:

N/A

Definitions and Terms:

N/A

Approved by:

Marc E. Wasserman
Director
Financial Services

Purpose:

To provide a mechanism to pay membership dues.

Approval Date:

July 1, 1994

Scope:

Associations require that the invoice stub accompany the check, so that the member's account is credited appropriately. The State, when processing these transactions, will not detach the invoice stub and forward it with the check.

Refer Questions to:

Associate Director for
Payroll & General Services
410-706-7295

Restrictions and Exclusions:

N/A

Responsibilities:

N/A

Related / Impacted Policies:

N/A

USM Board of Regent's

Policy Reference:

N/A

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Payment Of Professional Dues In Professional & Academic Associations - Procedures

Procedures:

- A. Send a completed Working Fund Request form to the Office of Financial Services. Attach two copies of the membership registration or renewal form.
- B. Financial Services will notify the requester when the Working Fund check is ready to be picked up.
- C. Send the check and original membership registration or renewal form to the respective association.

Sample Forms:

Working Fund Request form

Instructions For Completing Forms:

The department/unit completes the following items and forwards the form and appropriate documentation to the Office of Financial Services - Payroll, Travel, Working Fund Section for processing.

- A. Date of Request
- B. Department/School contact person and extension number
- C. FAS account number (i.e. 00-0-00000)
- D. FAS subcode designation (i.e. 3916)
- E. Type of request
- F. Employee's name and social security number
- G. Amount
- H. Reason for request and travel request number, if appropriate
- I. To whom the check should be made payable
- J. Latest date/time check could be drawn
- K. Department head signature or designee
- L. Fund custodian or principal investigator signature