



Broward
Community
College

Procedure Manual

Title: Membership in National Organizations and Associations	Number: <div style="text-align: center;">A6Hx1.12</div>
Policy Number: <div style="text-align: center;">6Hx2-1.12</div>	Page: <div style="text-align: center;">1 of 1</div>

Institutional Memberships

In accord with *the Accounting Manual for Florida’s Public Community Colleges*, an organizational unit (cost center #163305) has been established for the purpose of identifying institutional memberships in professional organizations.

Role of the Originating Department. The department requesting an institutional membership in a professional organization uses cost center #163305 to generate a requisition, which it forwards to Purchasing through normal channels.

Role of the Purchasing Department. The Purchasing Department determines whether the requisition requests a new membership or a renewal and proceeds accordingly.

New Memberships. Requisitions for new memberships are sent to the President for approval. Upon receipt of such approval, a certification letter is sent to the organization. Upon receipt of the signed certification letter from the organization, the requisition is marked with the date, stamped “Request for Check,” and forwarded with all pertinent documentation to the Comptroller for processing.

Renewals. The information on the current certification letter is verified and the letter marked with the date of the verification. The requisition is marked with the date, stamped “Request for Check,” and forwarded with all pertinent documentation to the Comptroller for processing.

[Link to Policy 6Hx2-1.12](#)

Recommending Officer’s Signature 	Date 04/16/97	President’s Signature 	Date 04/16/97
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