

MEMORANDUM

TO: Cost Center Administrators

FROM: Clete Siefker
Comptroller

DATE: March 29, 2001

SUBJECT: ***Institutional Membership***

Effective for fiscal year 2002 Budget (July 1, 2001 – June 30, 2002) Institutional Membership will be budgeted in your cost center (G/L Code 64502). The amount funded was based upon the cost of your current year memberships (copy attached).

When requesting an Institutional Membership for next fiscal year (July 1, 2001), you must do so on a purchase requisition using your cost center number and G/L Code 64502. We are going back to the purchase order system in lieu of processing your request through the Comptroller's Office. This is reducing paperwork and reducing the time it takes in getting memberships to vendors.

Attached is a copy of the College Policy *6Hx2-1.12* and Procedure *A6Hx1-12* titled, *Membership in National Organizations and Associations*. The Procedure clearly describes the process of requesting an Institutional Membership.

Should you have any questions, please feel free to contact me at extension 7431.

CAS/mks

Attachments:

FY2001 Institutional Memberships

cc: Tom Brown
Diane Cosner

Procedure Manual

Title: *Membership in National Organizations and Associations* Number: *A6Hx1.12*

Policy Number: 6Hx2-1.12 Page: 1 of 1

In accord with the *Accounting Manual for Florida's Public Community Colleges*, General Ledger Code # 64502 has been established for the purpose of identifying institutional memberships in professional organizations.

Role of the Requesting Department

The requesting department will submit a requisition for the membership, which will include the following information: the organization name, address, contact person (if applicable), name of BCC employee who is either to hold the membership or be the BCC representative, and any pertinent department information. They are to send to purchasing the original membership documents that will be sent with the purchase order when it is executed along with a copy of the original requisition.

Role of the Purchasing Department

Purchasing Department will verify that the College has a certification letter on file;(see Policy 6Hx2-1.12) if so and it is within the five (5) year period as prescribed by statute, the purchase order will be issued. If there is no current certification letter, one will be mailed to the organization and the requisition will be held until it is returned signed, at which time the purchase order will be issued. Request for new memberships will be forwarded by the Purchasing Department to the President for approval.

All membership purchase orders will be issued as "Check w/Order" Po's and the vendor copy and accounting copy will be sent to Accounts Payable with the accompanying paper work to facilitate the issuance of the check.

Purchasing will process the receiving document at this time to close the purchase order.