

# Procedure Manual



<b>Title: Membership in National Organizations and Associations</b>	<b>Number:</b> A6Hx2-1.12
<b>Policy Number:</b> 6Hx2-1.12	<b>Page:</b> 1 of 1

## Institutional Memberships

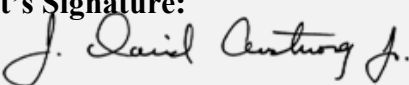
In accord with *the Accounting Manual for Florida's College System*, General Ledger Code #64502 has been established for the purpose of identifying institutional memberships in professional organizations.

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 BC employee who is either to hold the membership or be the BC 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.

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.

<b>Recommending Officer's Signature:</b>	<b>Date:</b> 10/4/2013	<b>President's Signature:</b> 	<b>Date:</b> 10/4/2013
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