



Financial Services Division

MEMORANDUM:

FROM: ACCOUNTS PAYABLE

SUBJECT: USE OF STATE FUNDS TO PAY PROFESSIONAL DUES

In an effort to better document payments, for the Department of Audits, of approved Professional dues and to aid us in processing the volume of such requests, we ask that you use the following guidelines.

A legal opinion of the State Attorney General in 1968 in concurrence with the State Auditing Department, provided for payment of dues under the following circumstances:

1. Membership is in the name of the State department, institution, of agency: of
2. Membership is in the name of an individual, but the individual is required by his/her State department, institution, or agency to be a member of the Organization as part of his/her employment.

The Medical College of Georgia has expanded upon the Attorney General's opinion as follows for individual memberships:

If the Institutional Membership is required but:

1. The organization has NO Institutional Membership.
2. Individual Membership is less expensive than Institutional Membership.
3. In these cases:
 - A. Membership is generally restricted to one employee and the employee is expected to share information with his/her colleagues.
 - B. Memberships must be related to the functions of the affected department and provide useful information to the college.

Institutional and individual memberships must be approved by the appropriate Department Chairman/Director that is required in accordance with the above guidelines. Please have this memo approved by signing below:

Membership to: _____

Dept. Approval Signature: _____ Date: _____

Typed Name and Title: _____