

Membership or Dues - Payment Authorization Form
College of Science
Academic Year 2019-2020

This form is required for the preapproval of membership and dues payments in accordance with [USU Policy 522](#). To be an allowable cost, institutional and individual membership or dues must be deemed necessary or essential to the effective operation of the department, program, or college.

Name

Department

Type of Membership or Dues

Membership/Dues Organization

Membership Dues Period

Amount

Payment Type

Index Number

Type of Funding

*Note that grant funds can only be used if the membership or dues are specifically budgeted in the award.

Description (How is this membership necessary or essential to the effective operation of the department, program, or college?)

*Instructions: Route through DocuSign for the dean's signature and send a signed copy to dean's assistant and department businesses services.

Signature

Date

Department Head Signature

Date

Dean Signature

Date