

College of Agricultural Sciences

Process for Individual Membership Approval

The University policy [HR12](#) regarding individual membership states:

“Normally, the University will not pay for individual memberships to organizations. However, some organizations are structured in such a way that only individual memberships are available. In rare instances where, in the judgement of the budget executive, the University can only be represented in such a manner, charges for individual memberships will be processed for payment. Requests for approval are made via a Special Request for check as indicated above.”

To be compliant with the policy and allow the process to work efficiently, all membership requests (including renewal) must be sent to the Financial Officer, Lesley Maalouf (lzm6@psu.edu). The Financial Officer will review the request then send the recommendation for approval to the Dean. Approval will be communicated back to the individual via email; a copy of the approval will be required as back-up documentation for payment (the use of the PCard will be allowed with the pre-approval).

In an effort to also reduce the volume of emails, if a Faculty has multiple memberships to purchase or renew during an academic year, it would be best to send the approval request for all the memberships in one email (list each membership, its cost, savings and business purpose individually).

The following are instructions/information needed for the approval:

Full-time Faculty:

Please send a brief description of the business need and justification for the membership. The justification should include:

- Brief business purpose/need and benefit to employee
- Cost of membership
- Benefit to University (savings/discounts)
- Account to charge

PostDoc / Research Technologist:

Please follow the same process as above, in addition written approval from the faculty and/or department is required for the use of funds/account listed.

Ph.D. student:

The same information as above are required but the membership must be acquired in conjunction with a conference registration along with written approval from the faculty advisor for the use of funds/account listed.