
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: INSTITUTIONAL MEMBERSHIPS

NUMBER: PRO 6-05

REFERENCE: Rule 6.14

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I. PURPOSE

To establish procedures for the payment of membership dues in various organizations and agencies which are considered a benefit to the College.

II. RESPONSIBILITY

The President reserves the right to approve all memberships paid for by College funds.

III. PROCEDURE

- a. Institutional memberships that benefit the entire College will be charged to the President's Organization Membership budget.
- b. Memberships which are specific to a particular department will be charged to that department's budget.
- c. Use the Direct Pay (DP) form to have a check issued for the membership fee. A Purchase Order (PO) is not required. The President must sign all DP's authorizing this expense.

New: 12/16/1997

Revised: 12/16/2008