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## Procurement of Certifications, Licenses and Membership Fees

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**Scope:** Louisiana State University (LSU) campus units regardless of funding source

**Effective:** February 22, 2013

**Purpose:** To define procurement procedures for certifications, licenses and membership fees

### A. Summary:

The expenditures for certifications, licenses and memberships for University employees are permitted if the employee or department clearly demonstrates that the certification, license or membership will assist the department, faculty or staff in efficiently executing the functions and responsibilities of the employee's job description and is related to the departmental mission. Certifications, licenses and memberships may be included with educational training used to enhance the performance of University employees, including those given by professional societies and organizations. Customized training is not included which is governed by rules and regulations for Consulting Services (R.S. 39:1481, *et seq.*; Governor Jindal Executive Order BJ 2010-16).

### B. Procedures:

#### 1. Certifications and License Fees

Employees should be responsible for fees associated with obtaining and retaining certifications and licenses, which are associated with their profession (e.g. licensed nurses, CPA designation, board certified physicians, etc.) especially if the certification or license was stated in their job description prior to hiring. Maintaining licensure and certification is a part of the employee's responsibility to maintain the requirements of their position.

Upon approval of the appropriate Dean, Director, Department Head or their designee, the University may pay and/or reimburse the cost of licenses and/or certifications for employees when (1) federal and/or state regulations and/or laws change during the employee's employment, (2) it is in the best interest of LSU to accomplish the essential functions of the department, or (3) when the department can clearly demonstrate that the certification/license assists the employee in efficiently executing the functions and responsibilities of their current position and is related to the departmental mission.

#### 2. Membership Fees

Only one (1) institutional membership in the name of the University or in the name of a University department will be permitted. The purchase of individual memberships in professional societies and organizations with University funds is permitted if the member clearly demonstrates that the membership in such an organization assists the department, faculty or staff in efficiently executing the functions and responsibilities of their current position and is related to the departmental mission.

Note: Certifications, licenses and membership fees may not be allowable charges to a sponsored agreement. Please check with [Sponsored Program Accounting](#) to determine if the sponsored agreement allows these fees to be charged to them.

## **C. Methods of Payment**

### **1. Paying by P-Card**

Expenditures for certifications, licenses and membership fees with the approval of the appropriate Dean, Director, Department Head, or their designee may be paid with the [LaCarte Purchasing Card](#) and in accordance with the dollar limits of the card. Approval documentation from the appropriate Dean, Director, Department Head or their designee must be attached to the BF entry when reconciling payment.

### **2. Paying by Invoice**

Direct charge invoices will require the approval of the appropriate Dean, Director, or Department Head or their designee and can be sent directly to Accounts Payable & Travel for processing. Approval documentation must be attached.

### **3. Paying by Purchase Order**

A requisition may be submitted with the approval of the appropriate Dean, Director, Department Head or their designee attached in PRO and released to Procurement Services for issuance of a purchase order. Justification documentation must be attached and routed to appropriate Dean, Director, Department Head or their designee for approval prior to releasing the requisition for processing.

### **4. Reimbursement in Conjunction with Travel Expenses**

Employees may request reimbursement for certifications, licenses and membership fees incurred with travel expenses from Accounts Payable in accordance with University Travel Regulations FASOP: AS-02 Section IV. Approval documentation must be attached to the request for reimbursement.