

PROCEDURE

Effective Date: March 20, 2015

Revision Date: July 1, 2025

Approved by: Chief Procurement Officer

Authority: [LAC 34:XIII.U525.A.13](#) &

[LAC 34:XIII.U525.A.31](#)

See Also:

[POL-U501](#) (Methods and Thresholds for Procuring Goods & Services)

[PRO-U525.A](#) (Exceptions to the Competitive Solicitation Process)

PRO-U525.A.31 DUES, REGISTRATIONS AND MEMBERSHIPS FEES

This procedure applies to purchases made for individuals and/or institutional dues or memberships or attendance at events that are allowable if it can be demonstrated that the membership/event assists the department, faculty, or staff in efficiently executing the functions and responsibilities of the employees' job duties and is related to the departmental mission.

Important Notes and Guidelines:

1. Only one (1) institutional membership in the name of the university or in the name of a university department is permitted.
2. The purchase of individual memberships in professional societies and organizations with university funds is also 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 job and is related to the departmental mission. **Individual memberships may only be paid one year at a time, and payment for multiple years at once is not allowed.**
3. Memberships may not be an allowable charge on a grant or contract. Please check with [Sponsored Program Accounting](#) to see if individual memberships are an allowable charge to the grant or contract.

Action by:

Faculty/Staff

Action:

1. **Requests** approval from their appropriate Dean, Director, Department Head or their designee, for the University to pay and/or reimburse the cost of dues, memberships and/or registrations for their department/employees, if one (1) or more of the following conditions is met:
 - a. Federal and/or state regulations and/or laws change during the employee's employment; requiring certification.
 - b. It is in the best interest of LSU to accomplish the essential functions of the department;
 - c. When the department can clearly demonstrate that the dues, memberships and/or registrations assists the employee in efficiently executing the functions and responsibilities of their current position and is related to the departmental mission.

Dean, Director or
Department Head

2. **Determines** if the request meets one (1) or more of the conditions above for the University to pay/reimburse the cost to the Faculty/Staff.

- a. If **“YES”**, the conditions are met, proceed to Action Step # 3 below.
- b. If **“NO”**, the conditions are not met, the request is rejected for University payment/reimbursement.

User Department

3. **Confirms** that the purchase to be made is in compliance with the procurement guidelines above.
4. **Utilizes** LaCarte card or Direct Charge to complete the transaction.
 - a. If dues/membership use expense item/spend category: Membership Dues (SC0021).
 - b. If registration use expense item/spend category: Training Fees and Registrations (SC0101).
5. **References** the exception LAC 34:XIII.525.A.31 (if dues/membership) or LAC 34:XIII.525.A.13 (if registration) on the transaction.
6. **Maintains** any supporting documentation for auditing purposes.