

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

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| Policy Number: 99:006 | Supersedes Policy Number: 99:006 |
| Date: July 12, 2012 | Dated: August 1, 1986 |
| Subject: Memberships and Subscriptions | Mandatory Review Date: July 12, 2017 |
| Initiating Authority: Vice President for Finance and Administration | TBR Policy/Guideline Reference: G-080 |
| Approved: President: Signature on File | |

In accordance with Tennessee Board of Regents Guidelines G-080, Membership and Subscriptions, (http://www.tbr.state.tn.us/policies_guidelines/general_guidelines/G080.htm) any expenditure by Austin Peay State University that will entitle subscription of material or membership, associate membership, or participation in activities of an organization are subject to the provisions of the Guidelines.

The application for membership and subscriptions should adhere to the following criteria:

1. The memberships and subscriptions must be directly related to the goals and mission of the University.
2. The University may not pay the membership dues or subscriptions for individuals. An exception may be granted in instances where an organization does not permit institutional-membership or where an individual membership (in the name of an institutional representative) is less expensive than an institutional membership. However, memberships necessary to maintain or enhance an employee's professional status (e.g. American Institute of Certified Professional Accountants or Bar membership dues) should be considered the responsibility of the employee and the association dues considered a personal expense.
3. The University should evaluate the duplication of subscriptions and memberships with the intention of providing only one membership for the University.

4. Membership dues that are a part of the expense of registration for an organizational meeting for which the University pays the expense of an employee to attend will be considered membership dues and subject to the approval process.
5. Faculty and staff membership in civic organizations are encouraged, however, the University may not use state funds to pay for memberships.
6. Subscriptions for political publications shall not be approved unless used for instructional purposes.

The Chancellor must approve all exceptions to the Guidelines.

APPROVAL OF SUBSCRIPTIONS AND MEMBERSHIPS

All new subscriptions and membership requests must be approved by the respective division's vice president. The president will approve all new subscriptions and membership requests from his or her direct reports.

All subscriptions and membership renewals previously approved will be attached to a payment authorization form and routed to Accounts Payable.