**MEMBERSHIP DUES – MSU Extension (MSUE)**

**BEFORE PAYMENT** - Discuss the desire for the membership with your Institute Director (ID) and District Coordinator (DC), if the membership is community-specific.

Criteria to determine whether membership dues will be paid by MSUE funds:

* + If essential to the work the educator performs in her/his role with MSUE
	+ Provides access to essential data/information not otherwise available to MSUE or MSU personnel
	+ If being a member will reduce the conference fee

If approved and the membership is community-specific for the benefit of the MSUE Organization, the membership can be paid from an administrative operating budget (e.g. district). Other memberships will be paid from the Educator or work team’s operating budget as determined by the Institute Director and/or District Coordinator.

**MSU Manual Business Procedures Section 47: Membership Dues**

<http://ctlr.msu.edu/combp/mbp47EBS.aspx>

The University recognizes that memberships in professional organizations and associations may benefit faculty and staff members when carrying out their respective University responsibilities. Because of limited resources to carry out the mission of the University, funds are not available to pay all the numerous and various membership dues.

In view of the above, one of the following criteria must be met before membership dues to professional organizations or associations will be processed for payment using either a Purchasing Card or Disbursement Voucher (including employee reimbursement).

* 1. The payment of dues can be for an institutional membership (in MSU’s name) and not on behalf or in the name of an individual faculty or staff member.
	2. Occasionally, it is necessary to pay nominal membership dues in order to obtain needed subscriptions. When subscriptions are for departmental use, the membership may be in the name of the chairperson or director of the department or school.
	3. Under special circumstances, memberships or combined membership-subscription dues may be allowed on an annually-approved basis if essential to a specific research project. If the expense is to be charged against a restricted contract and grant account (the “RC” sub-fund), the expense must be specifically approved by the funding source. This information must be documented and included with the payment supporting documentation (i.e., imaged and attached to the transaction e-doc).
	4. If an individual membership in an organization is necessary and essential to an employee in performing the duties and responsibilities of their jobs, a memo explaining the job relatedness must be included with the payment supporting documentation (i.e., imaged and attached to the transaction e-doc). The memo must be signed by one of the following: AVP/Dean/Assoc-Ast Dean/Chair/Director.

**In all cases, with either institutional or individual memberships, the membership payment must be supported with a valid business purpose – in line with MSU and department missions.**

**MSUE Approved Membership Dues Payment**

If payment of the membership dues by MSU/MSUE is approved, such payments may not be made with Federal funds. Questions may be addressed with the relevant Fiscal Officer.

 Invoice Payment (in the case when a vendor does not accept credit card payment)

Send the invoice to the Business Office for DV (Disbursement Voucher) processing

 In the body of the email Include:

* Accounting line detail and compelling business reason1
* Attach the ID/DC’s approval if you have that in writing. If not, add a note in the body of the email stating who provided the verbal approval and when.

Pcard Payment

 In the notes section, make sure you include a compelling business reason1

If you have ID/DC approvals attach the emails as back up documentation.

If you received a verbal approval include that information in the notes section.

*All payments will be ad hoc routed to the MSUE Director for approval as the permanent record (E-document in EBS) must include approvals and valid business purpose in case of audit.*

*1Compelling business reason examples:*

* *“This membership fee will save MSU money because it will allow me to attend the Annual Conference of Extension for $200. Without the $100 membership fee I am requesting be paid, the rate is $600.”*
* *“This membership will provide certification for a program that I need in order to successfully complete my MSUE Institute work.”*