

Membership & Dues Preapproval Form



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This form is required for the preapproval of membership and dues in accordance with USU Policy 522. To be an allowable cost, institutional and individual membership or dues must be deemed necessary or essential to the effective operation of the college, department, or program.

Type of membership or due

Employee name

Department/Unit

Index

Type of funding

Membership/Due organization

Membership/Due period

Purpose of membership/due

Cost of membership/due

If membership is part of
conference registration, cost as
a member

Cost as a non-member

Other justification

Department Head Approval _____ Date: _____

Dean Approval _____ Date: _____