

**COLLEGE OF SOUTHERN NEVADA
FINANCE & FACILITIES DIVISION
MEMBERSHIPS, DUES, LICENSES & ASSOCIATION FEES POLICY**

1. PURPOSE

To determine which memberships, dues and licenses may be paid for by the college and what types of funds can be used.

2. POLICY

A. Descriptions:

- *Memberships* – There are two types of memberships, institutional and individual. **Institutional memberships** are held in the name of the institution (CSN). **Individual memberships** are held in the name of a person.
- *Dues* – Same as memberships.
- *Licenses and Associations* – Professional licenses are those required for a certain occupation such as CPA, architect, or medical license.

B. Per **State Administrative Manual (SAM) 2628.0**, professional association dues (or memberships) for individual State employees are not allowed at State expense. State funds may be used to pay dues if:

- 1) The State employee is eligible by virtue of the unique State position he holds;
- 2) The membership is institutional;
- 3) There are demonstrable benefits accruing to the State rather than the individual;
or
- 4) The professional organization is not open to all individuals of the profession such as the National Association of Accountants, the American Society for Public Administration, etc.

C. No other individual memberships, licenses and association fees may be paid from state funds.

D. Requests for payment of individual memberships covered under **SAM 2628.0** must be accompanied by documentation which substantiates the criteria. This is required for new memberships **and** renewals.


E. A properly completed and approved payment document (PV, RX, LPO) must be submitted with the application or invoice.

F. Commodity approval is required. Please reference the CSN Commodity Approval Policy.

3. APPROVAL



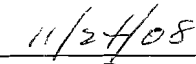
Patricia Charlton, Sr. Vice President, Finance & Facilities



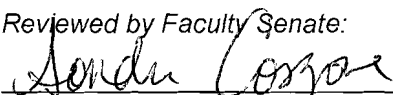
Date



Michael D. Richards, President



Date

Reviewed by Faculty Senate:


Sondra Cosgrove, Faculty Senate Chair



Date