

## ASSOCIATION DUES APPROVAL FORM

Instructions: Complete and return to Procurement Office for final (President's) approval

**Name of Association:**

**Check one:**

☐

New to the current Expenditure Schedule

Annual Dues Amount

☐

More than 10% rate increase of the current approved Expenditure Schedule

Last year's dues

This year's dues

**Payment Source:**

Department:

FUND

ORG

ACCOUNT

**Approval:**

"I hereby certify that the fee for the aforementioned association due will be funded by our departmental funds listed above."

\_\_\_\_\_  
Budget Manager Signature

\_\_\_\_\_  
Date

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***For Procurement Use only:***

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This association due is not on the approved Expenditure Schedule; however, I do hereby approve for payment.

☐

This association due exceeds our Expenditure Schedule by more than 10%; however, I do approve for payment.

\_\_\_\_\_  
Maria C. Rose, President

\_\_\_\_\_  
Date