



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

OP 72.16: Memberships

DATE: November 15, 2022

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to provide specific guidance for memberships.

REVIEW: This OP will be reviewed in September of even-numbered years by the Chief Procurement Officer with substantive revisions forwarded to the Senior Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. Policy

This policy will apply when using university funds from any funding source.

2. Memberships

- a. TTU may pay a membership fee to a professional or non-professional organization if:
 - (1) TTU has specific or implied statutory authority for the payment;
 - (2) The payment would serve a proper public purpose; and
 - (3) TTU would receive adequate consideration in exchange for the payment.
- b. TTU may not join a chamber of commerce; however, TTU may contract for services with a chamber of commerce if there is specific or implied authority for the contract.
- c. Procurement Services maintains a list of organizations approved for membership. This list may be viewed on the following website:
<https://apps.dmfr.ttu.edu/ProfessionalSocietyNames/SearchProfSociety.aspx>.
- d. If an organization is not included on the list, a *Request for Membership Approval* form (<https://www.depts.ttu.edu/procurement/forms/documents/purchasing/Request-for-Membership-Approval.pdf>) must be prepared and attached with the TechBuy requisition or emailed to techbuy.purchasing@ttu.edu. If the department is using the PCard, please submit the form to techbuy.purchasing@ttu.edu. The organization must be approved prior to payment of any membership dues with university funds.
- e. No membership can be paid on appropriated funds (funds 11, 12, and 14) unless prior written approval is received from the Senior Vice President for Administration & Finance and Chief Financial Officer or their designee. The written approval must be attached to the requisition

- and the requisition must be submitted prior to the start of the membership. Memberships are never allowable on 13 funds.
- f. Additional restrictions will be applied if the organization hires a lobbyist. Payments to the organizations will not be allowed unless prior written approval is received by the Senior Vice President for Administration & Finance and Chief Financial Officer or their designee. TTU is required to report these payments to the state Legislative Budget Board, Senate Finance Committee, and House Appropriations Committee. A potential list of lobbyists can be reviewed at the following website:
<https://www.ethics.state.tx.us/search/lobby/LobbySimpleSearch.php>.
 - g. Memberships must be in the name of Texas Tech University and cannot be in the name of an individual. Individuals may be shown as representatives.
 - h. The following information is required on the requisition for a membership:
 - (1) A benefit statement;
 - (2) The name of the representative(s);
 - (3) Membership starting date;
 - (4) Membership ending date; and
 - (5) The amount due.

The benefit statement must indicate the benefit TTU receives or derives from becoming a member of the organization.
 - i. Memberships may be processed on a PCard as long as the organization is listed on the membership list and the transaction is compliant with this operating policy.
 - j. Departmental wholesale purchasing club memberships are permitted. There may be only one wholesale purchasing club membership per department (e.g., one Sam's Club membership for a department). The club must accept the university's purchase orders or the TTU Citibank PCard for payment of goods. When submitting the reconciliation for the PCard statement, a screenshot of the membership approval screen is required. Faculty, staff, or student reimbursements (One Time Payments) for goods purchased at a purchasing club are not allowed. Appropriated funds (11, 12, 13, and 14) and sponsored project funds (21, 22, and 23) are not allowed for purchasing club memberships.
 - k. No membership paid for with university funds shall be used for personal use or benefit at any time.
 - l. The university prohibits the payment of social memberships (Texas Tech Club, country clubs, sporting clubs) with any type of funds unless prior written approval is received from the Senior Vice President for Administration & Finance and Chief Financial Officer or their designee. The written approval must be attached to the requisition and the requisition must be submitted prior to the start of the membership. Appropriated funds and sponsored project funds are not permitted on any social memberships.