

U of A Membership Justification Form

The University is under no obligation to pay for memberships required to hold a position of employment. However, the University may elect to pay certain membership fees when there is a justified need that provides a benefit to the University. Individual membership fees can be considered for payment in cases when the University will clearly benefit from the membership, and one or more of the following criteria prevail. Please reference [University of Arkansas Memorandum 350.1](#) for details. Complete this justification form and submit it with your procurement transaction or PCard receipt. Failure to do so will result in a violation.

Who is the membership for?

What is the name of the organization?

Does the organization offer an institutional or group membership? Yes No

If yes, provide additional justification for why an individual membership is needed.

How does this membership benefit the University? (Example: Gives access to journals, networking, reduced conference fees, etc.)

Membership period: Begin Date _____ End Date _____