

NUMBER: BUSF 7.06
SECTION: Business and Finance

SUBJECT: Employee Association/Professional Dues
Employee Personal Certifications
Employee License Fees

DATE: November 1, 2006

Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Rick Kelly
Issued by: Purchasing

I. Policy

A. Employee association/professional dues are authorized from University funds provided they meet the following requirements:

1. The membership is reasonable, justifiable and necessary to benefit the University. A written statement detailing the benefit to the University and the reason an individual membership is necessary in lieu of an institution membership must be submitted with the payment request.
2. Approval for payment is required as follows:
Deans, Vice President - Approved by Supervisor
Faculty - Approved by Dean or authorized designee.
Staff - Approved by Vice President, Dean or authorized designee.

B. Employee personal certification fees are authorized from University funds provided they meet the following requirements:

1. The personal certification is reasonable, justifiable and necessary to benefit the University. A written statement detailing the benefit to the University and the reason certification is necessary must be submitted with the payment request. Some valid reasons may be: to maintain required service levels to the University community, to preserve the health and safety of the University community or to maintain the functioning of the University as required by mandates.
2. Approval for payment is required as follows:
Deans, Vice President, Vice Chancellor - Approved by Supervisor
Faculty - Approved by Dean or authorized designee.

Staff - Approved by Vice President, Vice Chancellor, Chief Academic Office or Associate Provost

Approvals cannot be designated below the departmental director or departmental business manager level.

- C. The University is prohibited from using state funds to pay professional license fees required by state regulatory agencies. However, the University will allow license fees to be paid from a unit's Foundation funds when a license is required by the University position held by the individual, or when the individual actively represents the interest of the University in the licensing organization.

II. Procedure

- A. Requests for payment of employee association/professional dues or certifications should be submitted on a Direct Expenditure Voucher (DEV) with required documentation and approvals, or charged to the USC VISA Purchasing Card. When using the Purchasing Card, it is essential that all required documentation and approvals are in place prior to making the charge.
- B. Payment for a license fee as set forth in I.C shall be processed following the normal procedures set forth for payments from Foundation funds. Each request shall also include a written statement from the unit dean or department head certifying that the requirements of the policy with respect to need of license have been met.

III. Reason for Change

Clarifying payment for personal employee certifications.

Send comments to [Venis Manigo](#)