

Office/Contact: Accounts Payable

Source: Office of State Auditor Policy Handbook; SDCL §§4-9-1.1 and 4-9-7; SDBOR Policies 5.11, 4.9.2 and 4.9.3

Link: <https://www.sdauditor.gov/>;

https://sdlegislature.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&Statute=4-9;

Foundation, Inc. resources will not be used to pay or reimburse the cost of professional memberships, which solely or primarily benefit an individual. Such payments may only be made upon the proper prior approval of the applicable Vice President or University President or President's designee as set forth as follows:

- i. University funds may be used to pay for Institutional Representation or Institutional Memberships when an organization provides representational, non-partisan political, or voting benefits of importance to the University. Individual Memberships shall not be paid in lieu of Institutional Representation or Institutional Memberships.
- ii. University funds (from the applicable college or department accounts) may be used to pay for Collegiate or Departmental Memberships when the college or department is the member on behalf of the University.
- iii. Individual Memberships in professional and business organizations may not be paid with University or South Dakota State University Foundation, Inc. funds.
- iv. Individual Professional Memberships that are required in order to receive a professional journal will be made in the name of the University library (or in the name of University department, if needed). If the professional organization does not allow an Institutional Membership or the membership is restricted to individuals, the University or the South Dakota State University Foundation, Inc. will not pay for the membership

President's designee as set forth in this policy and its procedures. Information and forms concerning Memberships and Licenses will be maintained in the Accounts Payable Office.

4. Procedures

- a. The *Membership and Licensure Approval Form* is completed by the party requesting the expenditure and must include an explanation of the University business necessity.
- b. The completed form, along with the invoice, must be submitted to the supervising Dean or Director for review, as applicable. The Dean or Director will ensure compliance with this policy prior to further routing.
- c. Upon review and recommendation for approval by the applicable Dean or Director, the completed form will be routed to the appropriate University Vice President for their approval. The applicable University Vice President will ensure compliance with this policy prior to further approval or routing.
- d. If the membership or license fee request is approved in conformity with this policy by the University Vice President without requirement for policy exception, a payment document will be completed and entered in the appropriate systems with the *Membership and Licensure Approval Form* and invoice attached as documentation.
- e. If the membership or license fee requires a policy exception approval, the University Vice President will document their approval and route the completed form to the University President,51 0 Td(w)3 5udTd(w (b)-3.7 i8.24 (esi)-1.7 (d)-3.7 (en)-387 (t)-1.7 'r)-1.3 (s d)-3.7 onform

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