

**INSTRUCTIONS FOR PROCESSING MEMBERSHIP PAYMENT REQUESTS
USING FORM U5-8MEM**

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Last revised 03/00

POLICY: The Presidential Policy on University Membership in Organizations is a University-wide policy statement. Check with your Control Point for more restrictive procedures that may apply to your unit. The web address for the policy text is:

<http://www.ucop.edu/ucophome/coordrev/policy/12-16-94.html>

The web address for local policy text is:

http://ucsboxa.ucsb.edu/policies/chancellor/2010_membership_in_org.html

SCOPE OF APPLICATION: The policies cover a broad range of organizations from national educational associations to membership to discount department stores. Departmental memberships in the UCSB Faculty Club may only be used for official departmental business. Consult with your Control Point regarding delegations and approvals. Consult with Accounting regarding the payment process.

THE FORM: The local form for processing memberships under the policies is U5-8MEM, Payment Request: Memberships. It is designed to accommodate the approval and payment request processes in one form. If an approved invoice or U5-8, Payment Request: Miscellaneous (regular Form-5) is submitted, an approved membership request providing the same detail as U5-8MEM must be attached. The web address for the form is:

<http://www.accounting.ucsb.edu/>

SUBSCRIPTIONS involving no membership approval are not appropriate for this form. Use the regular Form-5, providing subscription delivery information if no invoice is available for submission. Any publication received as a result of a University-paid membership becomes the property of the University of California and not the property of the organization member. Publications/periodicals associated with the organization must be addressed to an on-campus location.

HELP: After reading the policy and studying the instructions on the form, contact the following individuals for further help with submitting requests: Alice Fazzi, 3070; Dolores Ramirez (formerly Cardenas), 3929.

APPROVAL: The authority to approve University membership in organizations is delegated to specific individuals for various amount limits and organizational categories. Verify the approval limit delegated to your department head or manager by your Control Point.

ADDITIONAL APPROVAL is required for amounts over the delegated limit. Depending on the amount and the organizational category, the additional approval is obtained at the Control Point level or from the Chancellor. The Chancellor's written approval must be obtained for memberships requiring initiation fees/dues, such as memberships in social organizations (e.g. business, athletic, social, luncheon, sporting, airport, and hotel clubs).

DISBURSEMENT PROCEDURE: When preparing and documenting payment requests, departments should plan for the mailing of payments directly to the payee by Accounting. Please provide whatever copies, originals and instructions are needed for enclosure with the payment and for Accounting's files. Checks held for pickup in Accounting should be done only under special circumstances documented on U5-8CON, Payee's Consent to Release Payment to Third Party.

NUMBER OF COPIES TO ACCOUNTING: Please follow the instructions on the bottom of the second page of form U5-8MEM.

FUNDING SOURCES & OBJECT CODES: Generally, funding sources supporting activities that benefit from University memberships are appropriate for membership charges. 7220 is the appropriate object code for memberships and subscriptions in all categories listed in the Policy with these exceptions: memberships in community and social organizations where the 7720 object code must be used.