

PROCEDURE

Effective Date: March 20, 2015
Approved by:
Chief Procurement Officer

Authority: [LAC 34:XIII.U525.A.13](#) &
[LAC 34:XIII.U525.A.31](#)

See Also:

[POL-U501](#) (*Methods and Thresholds for Procuring Goods & Services*)

[PRO-U525.A](#) (*Exceptions to the Competitive Solicitation Process*)

PRO-U525.A.31 Dues, Registrations, and Membership Fees

This procedure applies to purchases made for both, individual and institutional, memberships that are allowable if it can be demonstrated that the membership assists the department, faculty, or staff in efficiently executing the functions and responsibilities of the employees' job duties and is related to the departmental mission.

Important Note: **ONLY ONE (1) INSTITUTIONAL MEMBERSHIP IN THE NAME OF THE UNIVERSITY OR THE NAME OF A UNIVERSITY DEPARTMENT WILL BE PERMITTED.**

Action by:

LSU End User

Action:

1. **Requests** approval from their appropriate Dean, Director, Department Head or their designee, for the University to pay and/or reimburse the cost of licenses and/or certifications for their department/employees, if one (1) or more of the following conditions is met:
 - a. Federal and/or state regulations and/or laws change during the employee's employment;
 - b. It is in the best interest of LSU to accomplish the essential functions of the department;
 - c. When the department can clearly demonstrate that the certification/license assists the employee in efficiently executing the functions and responsibilities of their current position and is related to the departmental mission.

**Note: Certifications, licenses and membership fees may not be allowable charges to a sponsored agreement. Please check with Sponsored Program Accounting to determine if the sponsored agreement allows these fee charges.*

Dean, Director or
Department Head

2. **Determines** if the request meets one (1) or more of the conditions for the University to pay/reimburse the cost to the LSU end user.
 - a. If **"YES"**, the conditions are met, proceed to Action Step # 3 below.
 - b. If **"NO"**, the conditions are not met, the request is rejected for University payment/reimbursement.

Purchasing Agent
(User Department)

3. **Confirms** that the purchase to be made is in compliance with the procurement guidelines above.
4. **Chooses** appropriate method to complete the order process:
 - a. **Creates** a “Request for Non-Catalog Items” requisition in Workday and routes the requisition for approval, then Procurement Department processing.
 - b. **Utilizes** a Purchasing Card (LaCarte) when applicable and within user limits. (See PRO-U525.A)
5. **Receives** goods/services and reconciles invoice(s) with established Accounting procedures.