

# **USF Controller's Office**

## **Accounts Payable - Memberships**

### **Philosophy:**

In accordance with effective internal control procedures and established accounting processes, as well as university regulations these guidelines are offered regarding accounts payable procedures.

### **Procedure:**

The preferred method of payment for memberships is the USF PCard. Every effort should be made to use this method.

Memberships are also allowable via direct payment to the organization through Accounts Payable, but requires the organization register in the Bull Marketplace and enter their information to be set-up as a supplier. Submit a Payment Request Form in the Bull Marketplace and attach the approved membership form as backup.

Only in limited cases as an approved exception should memberships be paid personally and requesting employee reimbursement.

If the organization offers institutional memberships you are encouraged to evaluate if an institutional membership for the University of South Florida meets your needs. If not, one-year individual memberships are allowed.

For all memberships a statement of justification is required in the transaction submittal which demonstrates how the membership is essential to the mission and responsibilities of USF and the individual requesting the membership.

*NOTE: Approval is not granted to pay membership dues for the maintenance of an individual's professional or trade status.*

### **Resources:**

For more information, contact the AP Helpdesk at [aphelp@usf.edu](mailto:aphelp@usf.edu).