



EAST TENNESSEE STATE
UNIVERSITY

Memberships and Subscriptions

Policy Name: Memberships and Subscriptions

Policy Purpose

This policy specifies established parameters for University memberships and subscriptions.

Applicability

This policy applies to all University Employees.

Responsible Official, Office, and Interpretation

The Chief Financial Officer is responsible for the review and revision of this policy. For questions about this policy, please contact the Office of Procurement and Contract Services. The CFO, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

[N/A](#)

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The University may be a member of an organization or maintain subscriptions when the membership or subscription is directly related to the goals and mission of the university.

The University may not pay the membership dues or subscriptions for individuals. An exception can be made if the organization does not permit institutional memberships or when an individual membership in the name of the institutional representative is less expensive than an institutional membership.

Membership dues that are part of the registration expense for an organizational meeting for which the University pays the expense of an employee to attend will be considered allowable membership dues.

Procedures

Memberships and subscriptions, including renewals, are processed using a purchase order, Procard, or a check with order form.

Applicable Forms and Websites

N/A

Authority and Revisions

TCA § 49-8-203, et seq; the U.S. Government Accountability Office [*Standards for Internal Control in the Federal Government GAO-14-704G*](#) (the “Green Book”) and the State of Tennessee [*Internal Control and Compliance Manual for Governmental Entities and Other Audited Entities in Tennessee*](#)

Previous Policy:

N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU’s President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process

Policy Effective Date: 11/10/17 • **Policy Revised:** N/A
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for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.