

To: Renee McDonald – Senior Associate Dean

From: _____

Department: _____

Subject: Approval for membership payment

I ask for approval of the following membership fees and dues payment and/or reimbursement.

Name of Organization: _____

Individual(s) Covered: _____

Membership Period (dates): _____

Amount: \$ _____

Purpose:

Approval in advance is recommended, but not required. Please attach to the payment request form. Do not use Procurement Card to pay for memberships.

REQUESTED BY: _____

Signature: _____

Date: _____

APPROVED: _____

Peter Moore: _____

Date: _____

Link to SMU Policy Manual – <http://smu.edu/policy/S13/member.htm>

*Please email this form as an attachment to Brooke Guelker (bguelker@mail.smu.edu) for Dean Peter Moore's approval

