I. Policy

A. Employee association/professional dues are authorized from university funds provided they meet the following requirements:

1. The membership is reasonable, justifiable and necessary to benefit the university. A written statement detailing the benefit to the university and the reason an individual membership is necessary in lieu of an institution membership must be submitted with the payment request.

2. Approval for payment is required as follows:
   - Deans, Vice President - Approved by Supervisor
   - Faculty - Approved by Dean or authorized designee.
   - Staff - Approved by Vice President, Dean or authorized designee.

B. Employee personal certification fees are authorized from university funds provided they meet the following requirements:

1. The personal certification is reasonable, justifiable and necessary to benefit the university. A written statement detailing the benefit to the university and the reason certification is necessary must be submitted with the payment request. Some valid reasons may be: to maintain required service levels to the university community, to preserve the health and safety of the University community or to maintain the functioning of the university as required by mandates.

2. Approval for payment is required as follows:
Deans, Vice President, Vice Chancellor - Approved by Supervisor
Faculty - Approved by Dean or authorized designee.
Staff - Approved by Vice President, Vice Chancellor, Chief
Academic Office or Associate Provost

Approvals cannot be designated below the departmental director or
departmental business manager level.

C. The university is prohibited from using state funds to pay professional license
fees required by state regulatory agencies. However, the university will allow
license fees to be paid from a unit's Foundation funds when a license is
required by the university position held by the individual, or when the individual
actively represents the interest of the university in the licensing organization.

II. Procedure

A. Requests for payment of employee association/professional dues or
certifications should be submitted through the PeopleSoft accounting system
with required documentation and approvals, or charged to the USC VISA
Purchasing Card. When using the Purchasing Card, it is essential that all
required documentation and approvals are in place prior to making the charge.

B. Payment for a license fee as set forth in I.C. shall be processed following the
normal procedures set forth for payments from Foundation funds. Each
request shall also include a written statement from the unit dean or department
head certifying that the requirements of the policy with respect to need of
license have been met.

III. Reason for Change

Implementation of PeopleSoft accounting system.