

NUMBER: FINA 7.07 (formerly BUSF 7.07)  
SECTION: Business and Finance

SUBJECT: Club Membership and Dues

DATE: March 21, 2007

REVISED: March 29, 2017

Policy for: All Campuses  
Procedure for: All Campuses  
Authorized by: Vice President for Finance and Chief Financial Officer  
Issued by: University Finance - Purchasing

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## I. Policy

Initiation fees and dues in social or dinner clubs are reimbursable from designated or private sources provided they meet the following requirements:

- A. The membership is reasonable, justifiable and necessary to provide an environment for conducting university business. A written statement detailing the justification, anticipated use and cost must be submitted to and approved by the employee's Vice President or Vice Provost or Chancellor or President. President shall be approved by the Chairman of the Board of Trustees.
- B. Membership is prohibited in any club or organization that practices discrimination in any manner.
- C. Fees must be reasonable and in line with the expected business use by the member and their guests. Generally, the Faculty House should be capable of satisfying the business needs of Columbia area employees.
- D. Fees for country/athletic clubs are prohibited from university funds unless required by terms of an employment contract or approved by the Board of Trustees.

## II. Procedure

Requests for payment should be submitted through the PeopleSoft accounting system as a Purchase Requisition with required documentation and approvals.

## III. Reason for revision:

Revision is needed due to a change in the accounting procedure from the OneCarolina system implementation, departmental reorganization and name changes.