

Memorandum

To: Joel Samuels, Interim Dean

From: _____

Date: _____

Re: Approval of membership request

The aforementioned membership I am requesting to this organization _____ assists me as a faculty member to perform my duties here at USC. No personal benefits are being derived as a result of my affiliation with this organization. The cost for this membership is \$_____ and will be charged to my grant number_____. Here is my justification:

Dean
