

# PURCHASING 4.0

## Purchase Requests -- 4.1

### Professional Membership Dues -- 4.1.d

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**Date** December 31, 1998

**Issued:**

**Date Last** March 23, 2011

**Revised:**

**Signature:**



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Assistant Commissioner  
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#### **POLICY**

All purchase requests for the payment of dues for organizational memberships into professional associations which are to be made through the state purchasing system must be reviewed and approved by the Fiscal Services Section of the Bureau of Health Services. Requests for payment of individual membership dues to professional organizations will not be approved.

#### **APPLICABILITY**

This policy applies to Local Health Department, Regional and Central Office personnel.

#### **PURPOSE**

To centralize review and approval processes in order to ensure better accountability.

#### **PROCEDURE**

All purchase requests for organizational memberships into professional associations are to be forwarded to the Fiscal Services Section of the Bureau of Health Services (FSS) for review and signature. The FSS is responsible for forwarding requests to Property and Procurement.

**NECESSARY FORMS**

Forms will vary according to type of purchase

**OFFICE OF PRIMARY RESPONSIBILITY**

Fiscal Services Section, Bureau of Health Services, (615)741-7305