

## Update to Current Process

### Processing Membership Dues or Accreditation Fees on State Funding

The Payment Services Office has been notified that changes have been made in the state's line item codes. The MAP line items and expenditure types translate to state line item or object codes for payment purposes. This change involves combining Accreditation Fees with Membership Dues for approval and payment purposes. The state line item (031) now reads as follows:

**031 - Association Dues and Professional Memberships: Dues for membership in associations that benefit the state or the agency, including payments to governmental or private accrediting agencies for required license/accreditation services for hospitals or educational institutions, require the Department Secretary's or designee's approval. Also for an employee's current professional licensing fee that is necessary (i.e., required) to perform his or her CURRENT job or enable the employee to remain current in the job related field. (Attorney General's Opinion, July 1993.)**

Working with the Admin Finance Business Office, we have updated the procedure for your reference.

#### **Memberships/Association Dues or Accreditation Fees:**

Written approval is required prior to payment. It is recommended that the Association Membership Checklist form be printed and followed to determine the type of membership and any additional form requirements.

When a department receives an invoice for **payment of membership dues or accreditation fees:**

- The invoice must indicate the type of membership or accreditation (institutional, departmental, or individual). This information may be handwritten on the invoice.
- The beginning and ending dates of the membership or accreditation must also be indicated on the invoice.
- If the invoice is for an **individual employee's membership dues**, an "Agreement for Individual Membership" form must be completed and attached to the invoice.
- If the invoice is for an **employee's West Virginia State Bar dues**, an "Agreement for WV State Bar" form must be completed and attached to the invoice.

All required forms can be found at the Finance Web Page and can be downloaded for completion. Once completed, follow the appropriate process listed under Payment Methods below.

**Employee's current professional licensing or exam fee** that is necessary to perform his or her current job or that enables the employee to remain current in that job related field require only a departmental approval.

#### **Payment Methods:**

##### ❖ **Direct Pay to Vendor**

- Enter your MAP accounting string on invoice and use MAP line item '5010201' or Expenditure Type 'Ge Exp Asoc Ds & Prof Mbs'.
- Send these items to: Admin Finance Business Office, PO Box 6022
  1. Association Membership Checklist form
  2. Invoice
  3. Signed agreement form (if necessary).
- Admin Finance Business Office will attach approval and forward to Payment Services for payment processing.

##### ❖ **PCard**

- Enter MAP accounting string on invoice, renewal, or application.
- Email these items to: [memberships@mail.wvu.edu](mailto:memberships@mail.wvu.edu)
  - or send to: Admin Finance Business Office PO Box 6022
    1. Association Membership Checklist form
    2. Invoice
    3. Signed agreement form (if necessary)
  - Admin Finance Business Office will attach approval and forward to Payment Services for payment processing.
  - Approval must be kept as part of the Pcard transaction receipt documentation.

##### ❖ **Employee Reimbursement**

- Enter your MAP accounting string on the Employee Reimbursement Form and use MAP line item '5010201' or