Section 19 - INSTITUTIONAL MEMBERSHIPS

PURPOSE:

As an educational institution and as a corporate citizen, Gonzaga University holds membership in a wide variety of organizations. These institutional memberships range from the Association of Jesuit Colleges and Universities, the Independent Colleges of Washington, the West Coast (athletic) Conference, and the Association of American Law Students to the Spokane Area Chamber of Commerce and the Sister Cities Association to name a few.

In addition to these institutional memberships, a significant number of Gonzaga faculty and non-faculty belong to professional, civic, and community organizations. When deemed to be in the best interest of the University, funding is at times made available for these individual memberships as well.

PROCEDURE:

In an effort to control increases in expenditures for institutional and University-funded individual memberships, specific approval of institutional or University-funded individual memberships must be secured from the appropriate area vice president. Approval is required for both annual membership renewals and requests for new organizational or individual memberships. University Purchasing will not accept a requisition nor will the Controller’s Office make payment without such approval. In addition, Academic Departments, the signature of the Dean is required before forwarding the purchase requisition/payment voucher to the AVP Office.

Questions regarding this policy should be directed to the appropriate area vice president.