



REQUEST FOR ORGANIZATIONAL MEMBERSHIP/SUBSCRIPTION

DATE SUBMITTED: _____ REQUESTOR: _____

NAME OF ORGANIZATION OR PUBLICATION: _____ Please use complete title

ADDRESS: _____ zip: _____

CHECK ONE: Institutional Individual (for: _____) ANNUAL COST: \$ _____

PURPOSE OF THE ORGANIZATION/PUBLICATION (Attach a brochure if available.)

RELATION OF THIS PURPOSE TO THE COLLEGE MISSION:

ACTIVITIES AND/OR SERVICES PROVIDED:

ADDITIONAL FACTORS TO BE CONSIDERED:

APPROVED: _____ Date: _____ Vice President of the Division

This approved expenditure is to be charged to _____ Divisional account _____ Institutional membership fees account

APPROVED: _____ Date: _____ President

SEND THE COMPLETED FORM TO YOUR VICE PRESIDENT WHO WILL FORWARD THE REQUEST TO THE PRESIDENT. ATTACH THIS FORM TO THE PURCHASE ORDER REQUISITION AFTER APPROVAL HAS BEEN OBTAINED.