



**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.**