

Please refer to Tennessee Board of Regents [Guideline G-080](#)

The president of the College is responsible for enforcement of the policy regarding memberships and subscriptions. Exemption from this policy is granted to the Library, but all other divisions and departments are to comply with the policies and procedures outlined below.

#### Approval Process

Renewal of previously approved memberships and subscriptions should be handled through PelliBiz the same as any other requisition. A faculty or staff member seeking a **new** subscription to a periodical or membership in an organization for the College or as a representative of the College must submit a requisition in PelliBiz and attach a completed "[Request for Organizational Membership/Subscription](#)" form. If the appropriate vice president approves the request, it will be forwarded to the president for consideration. Any requests which do not meet the criteria ([TBR Guideline G-080, Section III](#)), but which the president feels have merit, will be forwarded to the chancellor for approval. Upon approval by appropriate officials a purchase order will be processed.

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Source: Tennessee Board of Regents Guideline G-080  
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Approved: President Allen G. Edwards, February 19, 1999  
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