



## Procedures for Processing Institutional and Individual Memberships

Please direct any questions regarding this process to the Accounting Department at x1732 or [FS-ACCOUNTING@star.lcc.edu](mailto:FS-ACCOUNTING@star.lcc.edu).

The College and individual staff can register for membership in various organizations and groups to assist in the College's mission. There are two possible types of memberships that are budgeted and paid for by the College:

1. Institutional Memberships – These are memberships in organizations that once the College is a member, any staff member of the College may take advantage of items such as publications, secured website information, member rates for conferences or webinars, etc. All Institutional Memberships will have a responsible owner.
  - a. Examples of this type of Membership include 1) NACUBO - National Association of College and University Business Officers Association. NACUBO offers many webinars and conferences throughout the year on various topics where staff can take advantage of the member rates for these. 2) The College is a member of the Lansing Regional Chamber of Conference – as a result 2 staff were able to go to a seminar held on the new proposed overtime rules as a reduced member price.
2. Individual Staff Memberships – These are memberships in organizations that are specific to the staff person who is a member and benefits are not transferrable.
  - a. An example of this type of Membership includes an organization like SHRM, Society for Human Resource Management. Our Human Resources staff have to each have an individual membership in SHRM to participate in the organization's activities.

Payment and processing of each type of Membership follows:

1. Institutional Memberships – Account 71711 Memberships – Institutional:
  - a. Each year during the budgeting process, the Accounting office will compile all Institutional Memberships and an approved listing created. Financial Services will distribute the listing to all ELT and ELT Administrative Assistants for information and distribution to staff. This listing should only include Institutional Memberships and not Individual Staff Memberships.

- b. Processing for all memberships on the approved listing will use the direct pay process (no requisition, purchase order, or receiver required).
  - i. The responsible owner will complete the Direct Pay Dynamic Form located on the website at <https://www.lcc.edu/divisions-departments/financial-services/accounting/index.html> .
  - ii. Accounts Payable will process payment upon receipt of the approved Direct Pay Dynamic Form and proper W-9.
  - iii. If it appears the membership only allows for online credit card payments, please contact Accounts Payable, [FS-APPAYABLE@star.lcc.edu](mailto:FS-APPAYABLE@star.lcc.edu) for assistance.
  
- 2. Individual Staff Memberships – Account 71712 Memberships – Individual:
  - a. Departments will continue to process Individual Staff Memberships as in the past.
    - i. The department may process Individual Staff Memberships using an LCC Purchasing Card and reporting through Concur. Or,
    - ii. The department may process individual Staff Memberships using the Direct Pay Dynamic Form located on the website at <https://www.lcc.edu/divisions-departments/financial-services/accounting/index.html>. Note a W-9 will need to be on file for the vendor.

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