



MEMO

To: Dr. Kelly Miller, President

Through: Andrew Rogers, Vice President for Finance & Administration 

From: Yolanda Castorena, Associate Vice President for Finance

Date: September 10, 2024

RE: Approval of Membership Fees for Professional Organizations FY25

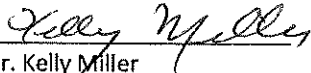
This list below is submittal of membership fees for professional organization payments. State law does not allow expenditure of funds appropriated by the General Appropriations Act to pay recurring membership fees or dues to professional organization unless the head of the agency reviews and grants prior approval.

The State Comptrollers Office suggested we provide a list of professional organizations for the approval of the agency head. This approval would allow payment of fees to these types of organizations. Payments for fees that do not fall into these categories will be brought to you individually.

I am submitting the following list for approval:

- Memberships in professional engineering organizations
- Memberships in professional education organizations
- Memberships in professional geosciences and maritime organizations
- Memberships in professional business administration organizations
- Memberships in professional human resources organizations
- Memberships in professional agriculture and life sciences organizations
- Memberships in professional science organizations
- Memberships in professional computing and information services organizations
- Memberships in professional research organizations
- Memberships in professional medical organizations
- Memberships in professional physical plant organizations
- Memberships in professional architecture organizations
- Memberships in professional liberal arts organizations
- Memberships in professional veterinary medical organizations
- Memberships in professional public relations organizations
- Memberships in professional university business office organizations
- Memberships in organizations specific to library services
- Memberships in organizations specific to athletics

Please approve this list by signing at bottom of the memorandum and return to me for further handling. This will minimize the number of individuals payments you have to approve during the year and will follow the guidelines in the President's Delegation of Authority for Contract Administration in section 22.4, Memberships.


Dr. Kelly Miller
President

9/17/29
Date

| TYPE OF CONTRACT | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000) | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 +to \$749,999) |
|--|---|--|--|
| | | | |
| 22.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i> | | | |
| | | | |
| 22.4.1 Professional/Service Associations <i>Purchase by TAMU-CC on behalf of an individual, group or the institution of a membership in a professional or service organization.</i> | <ul style="list-style-type: none"> • Business Manager • Dean/Director or Designee | Department Head or designee <\$5,000 Director, Procurement >\$5,000 | VPFA , <\$200,000 President, >\$200,000 |
| 22.4.2 Social/Individual <i>Purchase by TAMU-CC on behalf of an individual of a membership in a social organization.</i> | <ul style="list-style-type: none"> • Business Manager • Dean/Director or Designee | Appropriate VP <\$5,000 Provost or VPFA >\$5,000 | VPFA, <\$200,000 President, >\$200,000 |