

# The University of Texas at Austin

## Request for Institutional Membership Fee Approval\*

1. Department Name, Address and Phone Number:

2. Official Name of Association, Society or Organization:

New Membership

Renewal\*

Subscription Only

\*(Renewal only needed when changing from local funds to state funds)

3. Describe functions of association, society or organization:

4. Amount of Membership Dues: \$

5. Effective Date of Membership:

From:

To:

6. Anticipated amount of meeting registration fee: \$

7. Describe why membership in this association, society or organization is necessary:

8. How many employees in your department will participate in or have an active part in this association, society or organization?

9. Proposed Funding Source (Account number and Title):

10. Signature of Dean, Project Director or Administrative Official:

11. Signature of the President:

12. Date Approved:

\* For current list of institutional memberships approved for use with state appropriated funds see:

<http://www.utexas.edu/provost/policies/membership/>