



MEMBERSHIP REQUEST FORM

ALL memberships must be approved in advance. Any memberships paid for without this approved membership request form will be paid for by the employee. After approval a requisition can be put through for a purchase order (PO).

Name of Requester: _____ Date: _____

Membership Organization with description:

Membership # or Info.: _____

Organization website: _____

How will this membership benefit our students?

Amount of membership: _____

What LEVEL membership is this? _____ N/A

Did you check to see if this was the minimum level needed? YES NO

Approval granted from Department Head: _____

(Department Head's Signature)

Approval granted from Administrator: _____

(Your Administrator's Signature)

This was APPROVED / DENIED for the following reasons:

SIGNATURE (CENTRAL OFFICE): _____