ARKANSAS STATE UNIVERSITY

Membership Justification Form

The University is under no obligation to pay for memberships required to hold a position of employment. However, the University may elect to pay certain membership fees when there is a justified need that provides a benefit to the University. Individual membership fees can be considered for payment in cases when the University will clearly benefit from the membership. Please complete this justification form and submit it with your PCard receipt or requisition backup documentation.

Who is the membership for?

_____

What is the name of the organization?

_____

Provide additional justification for why an individual membership is needed.

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How does this membership benefit the University? (Example: Gives access to journals, networking, reduced conference fees, etc.)

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Membership period: Begin Date _____ End Date _____

9/10/2026