

From: Murphy, Jennifer
Sent: Thursday, July 12, 2007 2:36 PM
To: GRP-APS Customer Advisory Group
Cc: GRP-Department Heads
Subject: Notice of Change - Professional Memberships

Good Afternoon,

The purpose of this e-mail is to notify you of a change in the procedure for approval of professional memberships for employees. Going forward, all professional memberships for employees must have the approval of an [Executive Officer](#) before the membership fee can be paid for with UT funds (all funding sources).

Some examples of professional memberships include:

- The American Institute of Architects
- The National Association of College and University Attorneys
- The American Institute of Certified Public Accountants

The e-mail below provides background on the reason for this change and attached is the delegation from the Chancellor to the [Executive Officers](#).

Please call or e-mail any member of the OSS-Accounting & Purchasing Services team if you have questions.

Thank you,
Jenny

Jennifer C. Murphy
Director of Accounting and Purchasing Services
(512) 499-4366 phone

From: Pankratz, Jana
Sent: Thursday, July 12, 2007 1:41 PM
To: GRP-Executive Officers
Cc: Murphy, Jennifer
Subject:

As a result of the recent State Comptroller's post-payment audit, an issue related to documenting the Chancellor's delegation for the review and approval of payment of professional memberships was brought to our attention. Currently our procedures allow for employees with account signature authority to review and approve these expenditures; however, Section 2113.104 of *The Texas Government Code*, mandates that the state agency head, or that person's designee, must review and approve these expenditures. In compliance with this section of the *Code*, the Chancellor has delegated his authority to approve professional memberships to each Executive Officer. The attached file outlines that delegation of authority.

Please note that this delegation results in a procedural change for handling payments for professional memberships. All payments for professional memberships must be approved by an Executive Officer. This procedural change will be relayed to your respective departmental contacts through an announcement from Accounting and Purchasing Services.

Thank you.

Jana Pankratz
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