

<b>ADMINISTRATIVE DIVISION</b> FINA Administration and Finance		<b>POLICY NUMBER</b> FINA 2.20
<b>POLICY TITLE</b> Membership Dues		
<b>SCOPE OF POLICY</b> USC System		<b>DATE OF REVISION</b> November 12, 2024
<b>RESPONSIBLE OFFICER</b> Executive Vice President for Finance and Chief Financial Officer		<b>ADMINISTRATIVE OFFICE</b> University Finance – Controller’s Office

## **PURPOSE**

This policy defines the requirements and restrictions for membership dues.

## **DEFINITIONS AND ACRONYMS**

**Membership Dues:** Payments made to organizations for individual or University department/unit memberships to organizations that benefit the University.

**Payment Request:** An online payment method used for paying invoices under \$10,000, except as otherwise notated by Controller’s Office guidelines, in the PeopleSoft Finance system.

## **POLICY STATEMENT**

### **A. Payment**

When paid directly to an organization, membership dues falling below the respective Purchasing Card threshold must be paid using the Purchasing Card, if accepted by the vendor.

If exceeding the threshold or not accepted by the vendor, payments made directly to an organization must use Payment Request. External entities, including those receiving payment for club memberships, must register in the University’s Supplier Self-Service Portal to receive payment. During the registration process, certain documentation will be required depending on supplier type, including an Internal Revenue Service (IRS) Form W-9 or W-8BEN.

When an employee pays membership dues and reimbursement is necessary, Controller’s Office guidelines should be followed to ensure all requirements are met. Employee reimbursement should only be used if there is no other viable payment option available. Reimbursements represent the exception and not the norm.

### **B. Restrictions**

In accordance with State law, state funds are prohibited from being used for payments to establishments practicing discrimination in any manner. This includes reimbursements to

employees for expenses incurred at any club (e.g., social, dinner, etc.) which does not admit members of all races, religions, colors, sexes, or national origins.

The membership also must be reasonable, justifiable, and necessary to benefit the University, rather than just the individual, for payment to be allowable. Written justification is required for any membership payments. Unless required by the terms of an employment contract or approved by the Board of Trustees, fees for country/athletic clubs are prohibited.

State disbursement regulations prohibit state agencies, which includes the University, from paying for professional licenses/dues on behalf of employees (e.g., Certified Public Accountant license renewal fee).

Any membership dues paid with sponsored award funding must comply with [2 CFR 2.00.454](#) and any sponsor requirements and restrictions.

#### **PROCEDURES**

There are no official procedures for this policy. Refer to the Controller's Office Payment Request and Employee Reimbursement (non-travel) Matrices for additional detailed guidance on these payments. Questions may also be sent to the Controller's Office at [controller@sc.edu](mailto:controller@sc.edu).

#### **RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

[SC Code of Laws Section 11-9-15](#)

[State Disbursement Regulations](#)

[FINA 1.00 Chart of Accounts](#)

[FINA 2.12 Accounts Payable](#)

[FINA 2.14 Acquisition and Payment of Goods and Services](#)

#### **HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
March 21, 2007	Policy creation
March 29, 2017	Policy revisions due to departmental reorganization and name changes and OneCarolina system implementation
November 12, 2024	Language, content, and formatting updates. Formerly FINA 7.07