

MEMBERSHIP DUES

The following comes directly from the Budget Handbook “Account Code Guidelines”:
“Individual membership dues for employees to participate in organizations will not be paid; however, in the rare instance that the individual membership is required to allow for student participation, prior approval from the Budget Department is necessary.”

Institutional memberships are allowed and should be coded as 6495. Institutional memberships stay with the school district in the event the employee moves on. If an individual membership is allowed by the Budget Department, it should be coded as 6495 as well.

If the membership is paid via RFP, please make sure all necessary supporting documentation is attached to the RFP.