

The **Individual Membership Form** must be completed and signed by a supervisor **PRIOR** to the purchase of an individual membership. **Prior Compliance approval may also be needed.** Below are the instructions for completing and seeking reimbursement for an individual membership to an organization.

Individual Membership Form Instructions

- **Individual Membership Form:** <https://fiscalservices.kennesaw.edu/docs/MembershipForm.pdf>
- **AFTER** the Chair approves an individual membership for a faculty member, the faculty member needs to complete this form and submit it to the Chair for signature. The signatures can be obtained in DocuSign.
- The process to be followed further depends upon what option is selected on the form. **The first 3 options are applicable very rarely. Please consult your Business Operations Specialist if selecting those. Typically, it's one of the following two options that needs to be selected:**

- **If “Provides a direct cost savings benefit to KSU” is selected:**

The faculty member must provide documentation indicating the cost savings from the organization's website such as a free or lower registration fee to a conference for members and forward that to the department admin along with the fully signed Individual Membership Form.

- **If “Other” is selected, PRIOR APPROVAL FROM COMPLIANCE IS REQUIRED**

The faculty member must email the fully signed Individual Membership Form to Compliance (Compliance@kennesaw.edu) with a written explanation that provides the business purpose and direct benefit to the University. Please attach the pdf of the benefits of the membership from the organization's website as well.

- Once the Individual Membership Form has been fully signed and approved, **then the faculty member can pay for the membership and seek reimbursement.** Please provide the department admin with the following documentation:
 - Receipt showing the amount, method of payment, AND the remittance panel of the faculty member's credit card statement that shows the name, address, and the last 4 digits of the card (Fiscal Services needs to link the card on the receipt to the person requesting reimbursement).
 - Individual Membership Form along with the documented benefits, cost savings and Compliance approval (when needed).