



Membership, Certification and Non-Travel Registration Justification Form

Use this form to document University purchased memberships, certifications and non-travel registrations (ex. virtual conference).
This form should be approved prior to purchase and attached to your Workday requisition/expense reports.

PURCHASE METHOD:	DATE:	DEPARTMENT NAME:		
AMOUNT:		REQUESTOR:		
WHO IS THE FOR?		WHAT TYPE OF MEMBERSHIP/CERTIFICATION IS BEING PURCHASED?		
		INDIVIDUAL	GROUP	INSTITUTIONAL
SUPPLIER/ORGANIZATION NAME:				
JUSTIFICATION: Provide how this membership/registration will benefit the University. <i>Ex. Gives access to journals, networking, reduced conference fees, etc.</i>				
COMPLETE THIS SECTION IF PURCHASING AN INDIVIDUAL MEMBERSHIP/CERTIFICATION ONLY				
DOES THE ORGANIZATION OFFER AN INSTITUTIONAL OR GROUP MEMBERSHIP/CERTIFICATION?			YES	NO
JUSTIFICATION: If yes, provide additional justification for why an individual membership/certification is needed versus group/institutional. <i>Ex. Individual membership is more cost-effective than a group option given the limited number of users needing access.</i>				

Vice President Signature

Printed Name

Date

Division