



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 10 – Special Expense 1.0	EFFECTIVE DATE: 03/21/1983
TITLE: Membership Purchases	REVISION DATE: 10/16/2017
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

BACKGROUND

Departmental memberships in various organizations (associations, societies, etc.) may benefit or may be essential for effective job performance or administration of departmental affairs. These memberships may include medical societies, government accounting societies, unions, planning societies, public welfare societies and others. However, the primary beneficiary must be determined. Since more than one type of membership may be available, a basis for determining which memberships may be purchased with department funds must be established.

POLICY

1. Department funds may be used to purchase a membership(s) in an organization if such membership will benefit or is essential for Department operations. Organizational, as opposed to individual, memberships should be obtained. **No membership may be purchased with Department funds if the employee is the primary beneficiary of that membership.**

2. No conflict of interest can exist. There must be compliance with Chapter 106 (Code of Ethics) of the Department of Health Services (DHS) Human Resources Policies and Procedures Manual and APP Section 1 – Business Standards 2.0 (Standards of Business Conduct) before a membership can be purchased from any funding source.

If the organization employs a lobbyist, the relationship between the Department and the organization must be reviewed. Assurances must be provided to the division administrator that there are no conflicts of interest or violations of the lobbying law.

Below is a link to the Government Accountability Board’s “Eye on Lobbying” website. If you enter the name of the organization under “lobbying principal,” it will indicate whether they have a lobbyist.

<https://lobbying.wi.gov/Who/Principals/2013REG/SearchNames>

3. Membership purchase requests must be submitted to the division administrator for approval in accordance with the provisions of this policy. Division administrator approval and Form 82072 should be completed and attached to the requisition in STAR.

4. Only single-term memberships will be approved unless significant benefits accrue from multi-term purchases.

5. An organizational membership rather than individual membership is allowable. An individual membership(s) may be approved only if the following conditions are met:

- a. The above policy provisions must be met.
- b. The cost of the individual membership is considerably less than an organizational membership.

- c. There is a clear advantage to the Department in obtaining the individual membership. Advantages should include the following:
 - Reductions in fees for conferences and seminars which Departmental personnel normally attend and/or
 - Receipt of publications, newsletters or other mailings that are an important part of Departmental operations, particularly those that would ordinarily be ordered at additional cost.
6. Only one membership per division may be purchased in the same organization.
7. A DHS business address will be listed for all memberships purchased with department funds.

FORMS

[Organizational Membership Purchase Request, F-82072](#)

REFERENCES

[DHS APP Section 1 – Business Standards 2.0](#) (Standards of Business Conduct)

CONTACTS

[Unit Supervisor, Expenditure Accounting Section](#)