

Business & Financial Services

Membership Form
For use with Concur

DEPARTMENT NAME		DATE PREPARED	
PREPARED BY	EXT.	Approver's \$ delegation for memberships	
Memberships in social organizations (e.g., business, athletic, social, luncheon, sporting, airport, and hotel clubs) require written approval from the Chancellor.			
Membership to (name of organization): _____			
For (name of individual or department/program): _____			
Category: () organizational/accrediting, () professional/scholarly, () community, () other			
Benefit to UCSB (required): _____			
List other UCSB members: _____			
Effective dates: From: _____ To: _____			
() NEW MEMBERSHIP: ADDITIONAL APPROVAL is required for amounts that exceed the delegated authority of the approving official			
() RENEWAL MEMBERSHIP: ADDITIONAL APPROVAL is required for amounts that exceed the delegated authority of the approving official.			
() TO SECURE PERIODICAL, titled: _____			
AMOUNT:			
APPROVED BY		ADDITIONAL APPROVAL BY	
		Control Point:	
Approver with membership delegation	Date		Date
Print Name and Title		Print Name and Title	