



AP 6390 Memberships

1. Requesting New Memberships

- A. Approval for new individual or institutional memberships should be obtained by submitting the “Request for Membership” form found on the COC Intranet.
- B. The completed form should be approved by the appropriate supervisor and Executive Cabinet member.
- C. The requestor should indicate the funding source for the membership fees. Most memberships are paid from the centralized District wide membership appropriation. However, when appropriate, some memberships are paid directly from department budgets, self-supporting program budgets, or grant/categorical funding.
- D. The approved form should be submitted to Fiscal Services for inclusion on the next annual Membership List, subject to available budget funds.

2. Renewal of Existing Memberships

- A. Renewal of existing memberships will occur after an annual review by the appropriate Executive Cabinet member, subject to available budget funds.

3. Board Approval/Ratification

- A. Fiscal Services shall prepare an annual Membership List of new and renewal memberships for approval/ratification by the Board of Trustees.
- B. The list will contain the membership name, benefits to the District, estimated annual fees, and the budget line item to be charged.
- C. This annual board item will be submitted at approximately the same time as the annual adoption of the budget. As a result, some memberships that require payment before the board meeting will be considered ratifications.

4. Payment of Invoices

- A. Invoices or completed membership applications for approved memberships should be marked as “approved for payment,” signed by the appropriate supervisor, and submitted to Fiscal Services for processing.
- B. Payment of invoices will be on a “direct pay” rather than a purchase order basis, so the requestor is not required to submit a purchase requisition.

Reviewed by CPC: 11/12/2024

Approved: 01/31/2025

Next Review Date: Spring 2031