

Policy

Memberships paid in whole or in part with District Unrestricted funds are allowable for the following:

- Institutional/District Memberships
- Department Memberships
- Athletic Memberships required for competition participation
- Individual Membership required to hold their position at the District (ex. certification for employees)

Memberships paid in whole by the following are also allowable (using guidelines above):

- Memberships paid in whole by Auxiliary funds
- Memberships paid in whole by allowable Restricted/Categorical funds.

Procedure

Restricted/Unrestricted Funds: Please refer to the District's Purchasing website for procedures on submitting purchase requests through Banner. <https://www.avc.edu/purchasing>

Auxiliary Funds: Please refer to the District's Fiscal webpage for procedures on submitting purchase requests for Auxiliary. <https://www.avc.edu/administration/busserv/accounting>