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	Policy #:	G-25
	Supersedes:	09-12-2011
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PURPOSE

The Department of Licensing and Regulatory Affairs (LARA) serves a variety of customers, oftentimes requiring membership in external associations or organizations. This policy provides for consistent procedures throughout the department.

POLICY

Membership dues in associations or organizations are allowed for only those organizations directly affecting the department's criteria listed below.

A membership must meet one or more of the following criteria:

- The financial benefit of the membership/dues to the state outweighs the cost of the membership.
- The membership/dues has the potential to generate federal or other non-state funds for use by the State of Michigan.
- The membership/dues is mandated by law, required by Civil Service job classification, or required by collective bargaining agreement.
- The membership/dues is necessary to protect the health, safety, defense, or well-being of Michigan residents and visitors.

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IF APPROVED

Membership may be paid via either the Procurement Card or Direct Voucher entry in MAIN, referencing the appropriate approval information on the payment document.

If you have any questions regarding direct voucher payment of membership dues, please contact FAST Accounts Payable. If payment is being made with the procurement card, contact FAST Procurement Services.