



College of the North Atlantic
Membership Fees - Association/Organization
Approval Form

SECTION 1- Employee Information

Name: _____ Title: _____
Campus: _____ Supervisor: _____
Telephone No: _____ Date Request is Made _____
Employment Status: Permanent: _____ Temporary: _____ Part Time: _____ Other (Specify): _____

SECTION 2 - Membership Information

Name of Association/Organization: _____
Mandate of Organization: _____

Address: _____

Will the membership be in the name of the College? Or Employee?
Does the membership provide the employee with a designation?
Why is this membership important to the College?

Why should the College pay for this membership (Rationale)?

Employee's Signature: _____

SECTION 3 - FUNDING REQUIRED

Cost of Membership: _____ Account Code: _____
New: _____ Renewal: _____ Period membership is valid: _____

Membership Form Process:

1. Complete Form
2. Attach form and invoice to payment request
3. Ensure category "Membership fees" or account "5900" is used
4. Payment request with no attachments will be returned
5. System workflow will go to supervisor and AVP Corporate Services for approval

If you do not have an invoice, then a requisition will need to be entered. Membership form and supporting documentation should also be attached.