



College of the North Atlantic
Membership Fees
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 VP of Finance and Administration

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