

July 7, 2003

M E M O R A N D U M

FROM: Toni Funderburke,  
AP Manager

RE: New Membership Requirements

Effective immediately, Topeka has made new requirements for processing memberships. Unfortunately, Topeka did not establish a circular for the new rule of membership requirements, but before the AP department can process payment for membership the following requirements must be established:

- the invoice for membership must indicate "institutional" and the membership must be in the institutions name, indicate purpose/benefit for the membership
- institutional status must be in written documentation from the vendor, departmental verbal or written indication on the invoice/PO is not acceptable
- if the membership indicates "individual", the cost savings must be indicated and membership is transferable to the state
- professional personal memberships (Bar Assoc., Nurse Assoc, Professional Managers Assoc., etc.) are not allowable, they usually benefit the individual and not transferable

If the above requirements are not met, you will need to contact the department for compliance. If not in compliance, the invoice cannot be processed, return the invoice to the department for another payment source. When/if Topeka prepares a circular the information will be distributed to all. Let me know if you need additional clarification. Thx.