



# OLD DOMINION UNIVERSITY

## Membership Request Form

Please attach an invoice or physical completed application that shows amount due. ODU cannot pay for CEU's, physical journals, certifications or licensures. The university will allow 90 days in advance of the expiration date to process a payment. All memberships require Academic Affairs pre-approval and cannot be reimbursed. Memberships to the same organization can only be purchased once per fiscal year (July 1 - June 30). Route this form to [aasubmit@odu.edu](mailto:aasubmit@odu.edu) following all other signatures.

Requester Name \_\_\_\_\_

Department \_\_\_\_\_

Organization Name \_\_\_\_\_

Organization Membership Scope \_\_\_\_\_

Please justify the membership with regards to how it benefits the program, the department and university and why the membership is important to your current research, teaching and how it meets the requirement of service.

Cost of Membership \_\_\_\_\_

Expiration Date \_\_\_\_\_

New Membership? \_\_\_\_\_

Budget Code \_\_\_\_\_

Duration of Membership (From/To) \_\_\_\_\_

If there are any sub-divisions or additional costs, please detail those below.

## Approvals

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
AVP Signature

\_\_\_\_\_  
Budget Approver Signature

\_\_\_\_\_  
Dean/Director Signature