



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).

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