

From: UGA Business Services info. <BUSINESS-SERV-L@LISTSERV.UGA.EDU> on behalf of Chad Cleveland <cclevela@UGA.EDU>
Sent: Friday, August 22, 2014 5:48 PM
To: BUSINESS-SERV-L@LISTSERV.UGA.EDU
Subject: Business Process Improvements for Memberships/Dues Check Request Processing

The Accounts Payable Department has identified a business process change for processing payments on Memberships and Dues. The requirement to provide a letter of justification approved by the cognizant Department Head/Director and the cognizant Dean or Vice President with the check request being submitted for payment has been removed. Justification detailing the necessity of the membership will only need to be included in the description/comments field of the check request being submitted. Check requests should be approved by authorized individuals; approvers should insure that justifications are included in the description/comments field of the check request. The revised Memberships and Dues policy can be viewed at <http://www.policies.uga.edu/FA/nodes/view/1000/Memberships-and-Dues>.

Questions can be directed to Jennifer Collins (jfinch@uga.edu) or Andre Simmons (asimmons@uga.edu) or by calling (706) 542-2786.