

State of Utah	REF. NR-99-A-6	PAGE 1 of 2
DEPARTMENT OF NATURAL RESOURCES	EFFECTIVE DATE 04/19/99	
POLICIES AND PROCEDURES	REVISION DATE 09/12/05	
SUBJECT: Association/Membership/License Fee Policy		
Michael R. Styler, Executive Director		

I. PURPOSE

To establish guidelines for the authorized use of department/division funds used to pay for membership, association, or subscriptions (hereinafter referred to as "Membership Fees"), and/or professional license fees.

II. SCOPE

This policy applies to all employees of the Department of Natural Resources utilizing state funds to pay for Membership Fees. This policy is based on FIACCT I-09-06.00, which states that the Division of Finance "allows for payment of professional licenses or dues for state employees when the Department Executive Director [or designee] determines that such payment should be made from state funds, and is in the best interest of the state.

III. POLICY

A. Association/Memberships

Prior to the payment of any Membership Fees, the division director or their designee will authorize and sign the request. Division directors will notify the executive director of any designee(s) who are authorized to sign for membership fees. This will let the Department know that the proper authorization has been made prior to their final signature.

Memberships and/or associations should be held in the name of the division, unless it is determined that it is more advantageous to be held in an individual's name. If the membership or association is in the name of an employee, the employee should remember that the state has paid for the Membership Fee, and that he/she will represent the division's position in all issues.

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Membership Fees should be for organizations and periodicals whose purpose is to contribute to an employee's knowledge and professional development. Memberships or associations that primarily focus on advocacy and not science or objective trade or topical information relevant to performing a job at Natural Resources should not be paid for by the department/division.

If there is potential for duplication of Membership Fees or memberships at the Department, the division directors will discuss who should be reflected on the membership.

B. Licenses

For the department to allow state or other funds towards the payment of license fees, the employee must meet one of three criteria: (1) the employee must be in a position where the license is required under DHRM's approved job description; (2) the agency is able to demonstrate a cost savings; or (3) the Utah Code/Statute requires a license for the tasks involved, but the job description is absent that same requirement.

Prior to the payment of any License Fees, the division director or their designee will authorize and sign the request. Division directors will notify the executive director of any designee(s) who are authorized to sign for License Fee payments. This will let the Department know that the proper authorization has been made prior to their final signature.