



Florida Department of Labor and Employment Security
Division of Workforce and Employment Opportunities

Date of Issue November 2, 1999
Office of Issue WEO 00-004
Reference Membership Fees

Membership Fees – Professional and Other Organizations

DIVISION PROCEDURE

OF INTEREST TO:

All Workforce and Employment Opportunities Regional and Local Offices

SUBJECT:

Professional or other organization membership dues.

PURPOSE:

To provide Division policy on the use of state funds for the purpose of paying dues for membership in professional and other organizations.

POLICY:

State funds may be used for the purpose of paying membership dues for membership in a professional or other organization only when such membership is essential to the official duties and responsibilities of the agency. If possible, institutional memberships should be purchased and if not available then individual professional dues may be authorized.

Request for Purchase Order for the purchase of membership in professional or other organizations must be accompanied by a completed application for membership dues, or an invoice. Organizations will be required to certify the availability of their records for public inspection on a Certification of Availability of Records for Public Inspection, LES Form BFM-123, see attached.

BACKGROUND AND UNDERLYING POLICY:

Section 213.345 Florida Statutes (1997) DLES Instruction; LES Manual 1301.1H, 9.(e)

DISTRIBUTION: N

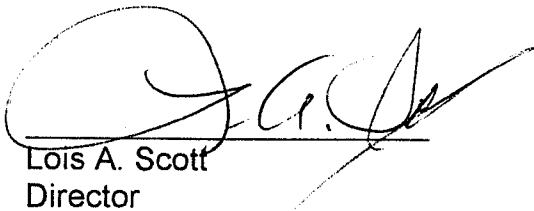
ACTION REQUIRED

Division of Workforce and Employment Opportunities Managers may request a Regional Administrator to approve payment of membership dues fees.

Regional Administrators may authorize the use of state funds in their region to procure membership in professional and other organizations.

SUPERSESSION

This Division Policy supersedes Division Policy ADM-85-5 R dated May 15, 1996.



Lois A. Scott
Director



Date Signed

Attachment

CERTIFICATE OF AVAILABILITY OF RECORDS FOR PUBLIC INSPECTION

As required by Florida Statute 119.012, upon receipt of membership dues paid by the
Florida Department of Labor and Employment Security to _____

_____ ,
all the financial, business, and membership records pertaining to the Florida Department of
Labor and Employment Security held by _____

_____ ,
shall be public records and made available for public inspection as provided by Florida
Statute 119.07.

Signature of Authorized Person

Title