**MEMORANDUM**

DATE: XX/XX/XXXX

TO: Joel H. Samuels, Dean

College of Arts & Sciences

FROM: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RE: Membership

I request your approval to purchase/renew the following membership or subscription:

Organization Amount Dept/Fund

*Name of Org Here* *$XXX Account # here*

The purpose of this membership provides benefits to the faculty and students. No personal benefit for Dr. \_\_\_\_\_\_\_\_\_ is received from this organization.

Thank you.

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| --- | --- | --- | --- |
|  | Professional development of faculty |  | Licensure requirements |
|  | Professional development of students |  | Program accreditation requirements |
|  | News pertinent to the field |  | Student career building |
|  | Learning latest developments in field |  | Disseminating research results |
|  | Disseminating information about UofSC |  | Other: |