(letterhead)

MEMORANDUM

DATE:

TO: Dr. Pablo Arenaz, Provost & VPAA

THROUGH: xxxxx, Chair

xxxxx, Dean

FROM:

SUBJECT: Membership dues to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am requesting your approval to pay membership dues to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the amount of $\_\_\_\_\_\_\_\_\_ . Requistion # \_\_\_\_\_\_\_\_\_\_\_\_ has been created for this purpose.

This membership is necessary for me to …. *(state the justification or benefit for this membership)*

Ex: *stay up to date on new practices, enhance my knowledge, professional development, leading professional association, academic work is presented and published, contribute toward obtaining external funding for research, etc*…

Should you have any questions or need further information, please feel free to contact me at extension \_\_\_\_\_\_.

Thank you for your support.

*(signature)*

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

XXXXX, Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

XXXXX, Dean

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Dr. Pablo Arenaz, Provost and VPAA