

# UNIVERSITY *of* WISCONSIN-GREEN BAY

**Purchasing Policy and Procedure  
Subscriptions/Memberships**

Number: PPP 9  
Dated: 11/01/2004

## **POLICY**

New or renewed subscriptions to magazines, journals, and periodicals or organizational membership fees can be processed either by direct payment or by using the Purchasing Card. A purchase order does not need to be entered for a magazine, journal, etc. subscription or membership fee.

## **PROCEDURE**

**Direct Payment:** The new or renewal subscription order forms or membership forms from the vendor are required for the direct payment process. Forward 2 copies documentation to Accounts Payable for processing; include budget code to be charged, as well as signature authorizing payment.

**Purchasing Card:** Provide vendor with Purchasing Card number. Maintain required documentation for audit purposes.