

# Professional Dues and Licenses

## Resources:

- [Section 08-00.00 Payment Processing](#)
- [List located on the Intranet](#)

## Purpose:

This defines the policy for payment of professional dues and license fees of state court employees.

## Policy:

1. Per State Finance Accounting Policy [FIACCT 05-08.00](#) Payment of Professional Dues and License Fees: **“The payment of professional licenses or membership dues for state employees and professional membership dues for an agency is allowed with the prior written approval of the department director or designee. Such payment should be in the best interest of the State.”**
2. As additions or deletions are made to the approved list, the State Court Administrator or **Deputy Court Administrator** will approve those vendors to which the court may pay license and membership dues. The approved list is found on the [intranet](#). **The approved list will only be updated and re-approved if a vendor is added or deleted.**
3. The signed approved list should be included with other payable documentation scanned to FINET.
4. Payments for license or memberships not on approved list must have evidence of approval by the Court Administrator or designee and be included with FINET documentation.
5. Payment of a membership fee or dues using a purchasing card requires evidence of prior approval before purchase.