

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	230.600	1 of 1	January 7, 2013 Revised August 14, 2024
<b>Subject</b>	PAYMENT POLICIES MEMBERSHIPS IN OUTSIDE ORGANIZATIONS		

1. All membership expenses in outside organizations paid by the State of Iowa shall be reviewed and approved or rejected by the Department Head or the designated representative on a General Accounting Expenditure Membership (GAXM) document. This applies to new memberships as well as renewals. Judicial Branch, Legislative Branch and Regents are exempt. Also see IAC 11-41.7(6).

Memberships in retail businesses such as Sam's Club, Costco, Amazon, etc. are not subject to this requirement. Use of the PCard as a method of payment for membership in a retail business is allowed when it is determined to be the most cost-effective means of payment. Memberships in a retail business are considered subscriptions and should be recorded against object code 2220.

2. Approved memberships shall be paid on a GAXM by using the following process:
  - a) All requests for membership expenses are made via the Online Membership Authorization (OMA) website. The form is located at this link: <https://eservices.iowa.gov/oma/index.faces>.
  - b) Upon submission of the OMA, a GAXM will be created in Iowa Advantage.
  - c) Object code 2810 Organization Dues must be used.
  - d) Iowa Advantage approvals will include the Department Director or the designated representative.

Additional levels of approval or changing the approvals for these documents are made by the Department's Iowa Advantage Security Contact to the Iowa Advantage Security Administrator.

- e) SAE Daily Processing will apply the final approval in Iowa Advantage.

**Note:** Memberships in outside organizations shall not be paid on a Pcard or reimbursed to an employee on a TP.

3. Information included on the GAXM will be published on the State's transparency website.