

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 6/5/17
Subject	PAYMENT POLICIES MEMBERSHIPS IN OUTSIDE ORGANIZATIONS		

1. All membership expenses paid by the State of Iowa shall be reviewed and approved or rejected by the participating Department Director and the Director of the Department of Management 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(8).
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 I/3 Financial.
 - c) Object code 2810 Organization Dues must be used.
 - d) I/3 approvals will include the Department Director and the Director of the Department of Management (DOM). Elected Officials are exempt from DOM approval.
 - The GAXM will workflow to the Department's DOM Budget Analyst to review and approve or reject.
 - Additional levels of approval or changing the approvals for these documents are made by the Department's I/3 Security Contact to the I/3 Security Administrator.
 - e) SAE Daily Processing will apply the final I/3 approval.

Note: Memberships shall not be paid on a Pcard or reimbursed to an employee on a TP.
3. For additional instructions and access to the FAQ, click here for the I/3 Link: <https://sites.google.com/a/iowa.gov/i-3-integrated-information-for-iowa/?pli=1>
4. Information included on the GAXM will be published on the State's transparency website.