

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER <b>02.01.040</b>	PAGE 1 of 3
	<b>Policy and Procedure</b>		EFFECTIVE DATE June 16, 1994	
SUBJECT <b>Department Paid Memberships In          Professional Organizations</b>		SUPERSEDES	DATED	
TITLE <b>Administration</b>	CHAPTER <b>General          Administration</b>	APPROVED BY Signature on File		

## PURPOSE

To state the policy and assign responsibility for authorizing Department-paid memberships in professional organizations.

## POLICY

In accordance with the Alaska Administrative Manual (AAM 35.150 - Unauthorized Expenditures), it is the policy of this Department to limit State-paid memberships in professional organizations. When representation by the Department is determined to be in the best interests of the State, memberships shall be secured naming the Department as the member, rather than naming specific individuals.

Regional/System Directors (or for Headquarters, the Deputy Commissioner) shall determine the appropriate level of Department-paid representation in professional organizations. When a professional organization requires an individual be named, the Regional/System Director will prepare an authorizing memorandum, similar to the example in Attachment A, pointing to an employee's position, but stating the incumbent may be named on the application. This memo shall serve as authorization for future memberships in the same professional organization by the current incumbent, until rescinded by the Regional/System Director or Deputy Commissioner.

## RESPONSIBILITY ASSIGNMENTS:

**Requesting Offices** are responsible for maintaining a file of authorizing memos that point to positions in their unit. When a renewal or new application is received and the requesting office has a prior authorization on file, a copy may be attached to the completed application and forwarded directly to the Regional Finance Office for payment. If no prior authorization is on file, the requesting office is responsible for securing Regional/System Director (or for Headquarters, the Deputy Commissioner) authorization, and then forwarding to the Regional Finance Office for payment.

**Regional Finance Offices** shall process requests for Department-paid memberships in professional organizations that are accompanied by a written authorization from the

Regional/System Director (or for Headquarters, the Deputy Commissioner). Requests that fail to meet this criteria will be returned unprocessed to the requesting office.

## **AUTHORITY**

AAM 35.150

## **IMPLEMENTATION RESPONSIBILITY**

Regional/System Directors

# MEMORANDUM

# State of Alaska

Department of Transportation & Public Facilities  
Office of the Commissioner

**TO:** Roger Allington, P.E.  
Acting Director  
Division of Planning

**DATE:** February 16, 1994

**FILE NO:**

**TELEPHONE NO:** 465-6973

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**FROM:** *HKS*  
Helvi K. Sandvik  
Deputy Commissioner

**SUBJECT:** APTA/CTAA  
Membership

Membership in the following transit organizations by the Division of Planning is for the benefit of the State of Alaska and is hereby authorized and approved, including the expenditure of State funds for the membership fees. In each case, these organizations need to indicate a specific individual as a named member representing the State of Alaska. This requirement should be satisfied by pointing to the Director of Planning, by individual name, as that person.

This directive continues henceforward.

Transit organizations for which membership is approved:

American Public Transit Association (APTA)

Community Transportation Association of America (CTAA)

cc: Ron B. Lind, Director, Administrative Services Division