

DePaul University
Accounts Payable Department
1 East Jackson Boulevard
Chicago, Illinois 60604
(312) 362-5336
accounts payable@depaul.edu



Private Club Membership Authorization Form

For payment or reimbursement of membership in a Private Club, University policy requires approval by one of the following: Provost, Executive Vice President, or the President of the University. See [Membership in Organizations](#) policy for further details.

The Private Club Membership Authorization Form must be completed, approved, and submitted to the [Accounts Payable Department](#) with the [Voucher Payment Requisition Form](#), [General Reimbursement Form](#), or should be maintained with the corresponding ProCard supporting documentation.

Note: Proper documentation is required to substantiate all private club-related expenses, such as meals and entertainment. For further details regarding expense substantiation, please refer to the University's [Employee and University Guests Reimbursement \(Travel and Other Reimbursements\)](#) policy. Executive approval is only required once, prior to the establishment of membership, not with each related expense.

DEPARTMENT NAME:

DEPT ID:

EMPLOYEE NAME:

EMPL ID:

MEMBERSHIP TYPE:

(Indicate the type of membership, account #, and time period)

REQUESTER: (Please print)

DATE:

PROVOST/ EXECUTIVE VICE PRESIDENT/ PRESIDENT (Required approval)

DATE: