

## 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 either submitted to [accounts payable@depaul.edu](mailto:accounts payable@depaul.edu) with the club invoice or [Voucher Payment Request Form](#) for payment by Accounts Payable, or attached to the corresponding Expense Report in [BlueSky](#) for reimbursement or ProCard charge substantiation.

**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.

COST CENTER NAME:  COST CENTER ID:

EMPLOYEE NAME:  EMPLOYEE ID:

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

REQUESTER: (Please print)  DATE:

PROVOST/ EXECUTIVE VICE PRESIDENT/ PRESIDENT (Required approval)  DATE: