

**TO: ALL COUNTY PERSONNEL**

**FROM: VERDENIA C. BAKER  
COUNTY ADMINISTRATOR**

**PREPARED BY: PURCHASING DEPARTMENT**

**SUBJECT: PROFESSIONAL DUES, MEMBERSHIPS AND  
SUBSCRIPTIONS**

**PPM #: CW-F-007**

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**ISSUE DATE**

**November 7, 2017**

**EFFECTIVE DATE**

**November 7, 2017**

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**PURPOSE:**

To establish a countywide policy and procedure for the authorization and payment of professional dues, memberships and subscriptions.

**UPDATES:**

Future updates to this PPM are the responsibility of the Director of Purchasing.

**AUTHORITY:**

- Palm Beach County Administrative Code, Section 305.02, as may be amended
- Section 2-51(f)(1)b., Palm Beach County Code, as may be amended
- PPM # CW-L-035 Direct Payment for Goods and Services, as may be amended

**POLICY:**

The authorization of and the procurement authority for professional dues, memberships and subscriptions is delegated to the Director of the County Department or Office, or designee (hereinafter "Department"). Professional dues, memberships and subscriptions are exempt from the Purchasing Code and shall be procured in accordance with PPM #CW-L-035, Direct Payment for Goods and Services, as may be amended.

**DEFINITIONS:**

**Professional dues** means money paid to a board of a trade, business league, civic or public service organization, bar association, medical association or other trade association for being a member.

**Professional membership** means a nonprofit organization seeking to further a particular profession, the interests of individuals engaged in that profession, and the public interest.

**Professional subscription** means a professional, technical, or trade journal that pertains to a specific profession.

**PROCEDURE:**

In order to be authorized by the Director of the Department, professional dues, memberships and subscriptions are required to meet the following criteria:

**A. DUES AND MEMBERSHIPS**

1. Dues and memberships must be directly related to the employee's official duties and must relate directly to the function of the Department.
2. The Department shall determine whether individual dues and memberships are more advantageous or cost effective than group or Departmental dues and memberships.
3. No personal fringe benefits shall be included and/or provided to an employee as a result of the payment of dues and memberships pursuant to this PPM.
4. No dues or memberships shall be addressed to a home address or to a personal Post Office Box.
5. Dues and memberships shall be appropriately budgeted by the procuring Department.


**B. SUBSCRIPTIONS**

The following guidelines apply to subscriptions requested for use by an employee or a Department, and do not apply to publications being obtained for public use in the Library System.

1. Subscriptions shall be directly related to the employee's official duties or to the function of the Department.
2. Subscriptions shall be appropriately budgeted by the procuring Department under object 5101 – Subscriptions.
3. Subscriptions shall be for a period of one (1) year. Multi-year subscriptions are only permitted when:
  - a. the shortest subscription period offered is greater than one (1) year; or
  - b. the multi-year subscription results in a cost savings for the County.

4. No personal fringe benefits shall be included and/or provided to an employee as a result of a subscription paid pursuant to this PPM.
5. No subscription shall be addressed to a home address or to a personal Post Office Box.

It shall be the responsibility of the procuring Department to ensure that all requests for the payment of dues, memberships and subscriptions are in full compliance with this PPM.

  
**VERDENIA C. BAKER**  
**COUNTY ADMINISTRATOR**

Supersession History:

1. Administrative Order # 1 - 15, dated 11/20/79
2. PPM # CW-F-007, dated 8/10/90
3. PPM # CW-F-007, dated 8/31/95
4. PPM # CW-F-007, dated 2/12/96
5. PPM # CW-F-007, dated 2/7/00
6. PPM # CW-F-007, dated 3/6/00
7. PPM # CW-F-007, dated 12/1/06
8. PPM # CW-F-007, dated 11/1/08
9. PPM # CW-F-007, dated 8/13/12