

MEMORANDUM

TO: SPCR Employees

FROM: Milward Simpson, Director *ms*
Wyoming Department of State Parks & Cultural Resources

DATE: March 6, 2014

RE: Revised policy: Department Payment for Organization and/or Employee Memberships.

This memo is to inform you of the following revised agency policy regarding the Department paying for organizational and/or individual employee memberships in professional and/or trade organizations, associations, societies, etc. (i.e. Chambers of Commerce, WY Assoc. of Rural Water Systems).

In light of ongoing budget constraints and the Governor's fiscal streamlining mandate, all organizational and/or individual employee memberships in these kinds of organizations to be paid by the Department must be approved in advance at the Division Administrator level. For individual memberships, no approval is required for memberships that employees are willing to pay for on their own.

Preference will be made for organizational memberships that provide a clear benefit to the respective program and for individual memberships that are necessary to retain job-related certifications. Please also consider whether an organizational membership benefiting an entire program or division may be preferable and/or more cost effective than paying for several individual employee memberships.

In addition, all materials received (publications, etc.) by virtue of a membership paid for by the Department shall be the property of the Department.

Please submit your requests for approval up the chain of command via e-mail and include a brief explanation of the benefit the agency and the public will receive. Once approval is granted via return e-mail, a copy of the pre-approval e-mail must accompany the invoice/voucher or the P-Card statement and log.

Thank you for your cooperation and please direct any questions to me or the appropriate Division Administrator.

Thank you for your cooperation.



Matthew H. Mead, Governor
Milward Simpson, Director