



## Membership Request Form

Please attach an invoice or physical completed application that shows amount due. ODU cannot pay for CEU's, physical journals, certifications or licensures. The university will allow 90 days in advance of the expiration date to process a payment. All memberships require Academic Affairs pre-approval and cannot be reimbursed. Memberships to the same organization can only be purchased once per fiscal year (July June 30). Route this form to [aasubmit@odu.edu](mailto:aasubmit@odu.edu) following all other signatures.