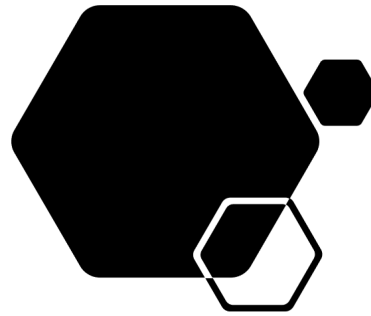


Membership & Sponsorship Requests

Recurring budget



Seahawks,

For the past fiscal year of 20/21, the funds for memberships and sponsorships were consolidated into cost center worktags, which were managed at the Senior Vice President level.

During the fiscal year 21/22 budget prep process, the decision was made not to have the consolidated accounts and move membership/sponsorship funds back to the cost center manager level. As a result, cost center managers or their supervisors were asked to use the Adaptive Planning feature in Workday to request membership and sponsorship funding for the specific cost centers that they manage. The final approved funding will be part of the cost center's recurring budget.

Effective July 1, 2021, requests for previously approved memberships and sponsorships (submitted during budget prep) will revert back to the normal requisition process in Workday and will follow the regular approval path associated with the worktags combination used.

Additionally, the training aid that was created last year for the consolidated membership/sponsorship process, will no longer be valid and will be removed from the list of available training aids. The training aid that should be used, effective July 1, should be the "Procurement: Create A Requisition To Request Goods And Services." The spend categories that should be used are: "Membership" or "Sponsorship".

For additional information about the redistribution of membership/sponsorship funds, please contact Larry Wummer, AVP, Budget.

For questions regarding the spend category or requisition process, please contact Judy Schmelzer, AVP, Business Services and Resource Management.