



STUDENT AFFAIRS

## MEMORANDUM

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**TO:**

**FROM:**

**SUBJECT:**

**DATE:**

**CC:**

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I am requesting to purchase \_\_\_\_\_ professional membership which will allow me as [position] to stay informed of best practices in Student Affairs. I will also be able to \_\_\_\_\_, \_\_\_\_\_ and increase awareness of Auburn University Student Affairs.

The cost I am requesting is \$\_\_\_\_\_.

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This request has been:

- ☐ Approved
- ☐ Not approved

Signature \_\_\_\_\_ Date \_\_\_\_\_