




Texas Workforce Commission Justification for Purchase of Professional Membership (TWC 1603)

This form is used to justify the purchase of a membership in a professional organization and document approval by the Division Director requesting the purchase of the membership, as designee of the Executive Director. Tex. Gov't Code § 2113.104.

A professional membership may be purchased for an agency's employee or for the agency, but significant benefit must accrue to the agency because of the purchase. This justification form must be attached to the Purchase Requisition (PR).

Step 1	Yes	No
Does the membership organization pay all or part of the salary of a person who is required to register as a lobbyist?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Organizations paying salaries to registered lobbyists can be found on the Texas Ethics Commission website at (https://www.ethics.state.tx.us/search/lobby).</p> <ul style="list-style-type: none"> ▪ Search for the organization offering membership using the current year's "List of Registered Lobbyists with Clients, sorted by Clients." ▪ If lobbyists are listed for the organization, <u>do not proceed</u>. State funds cannot be used to purchase a membership in that organization. (Exception: Texas State Bar membership) 		
Step 2	Yes	No
Is the member organization a chamber of commerce?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> ▪ If yes, <u>do not proceed</u>. State funds may not be used to purchase membership in a chamber of commerce. 		
Step 3		
<p>Justification of Benefit</p> <ul style="list-style-type: none"> ▪ Texas Workforce Commission (TWC) must receive direct benefit from purchase of the membership, and ▪ The benefit must directly and substantially relate to TWC's governmental function. 		
<p>Examples of Possible Benefits</p> <p>The following are examples of possible benefits from purchase of memberships. Select yes for as many as apply. If none apply, complete the "other" section and specify how the membership relates to the agency's governmental function.</p>	Yes	No
Membership provides access to current topical information, e.g., laws, regulations, or research, which are relevant to the employee's work and which would not otherwise be available to TWC in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>

Membership provides reduced fees for information, training seminars, or other educational materials for the employee or TWC in a timely manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Membership provides opportunities to gain public support for TWC's mission or publicize the activities of TWC in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>
Membership is necessary for the employee to perform their job duties.	<input type="checkbox"/>	<input type="checkbox"/>
Membership assists in the recruitment and retention of qualified employees.	<input type="checkbox"/>	<input type="checkbox"/>
Other:		
Step 4		
Membership Details	Yes	No
Agency Membership	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employee:	Employee ID:	
Name of the Organization Providing Membership: National Association of State Workforce Agencies (NASWA)		
Membership Type, if applicable (e.g., full, associate, etc.) Full		
Cost for Each Membership: \$26,000		
Step 5		
Submit Approved Form	Yes	No
Attach evidence of approval to Purchase Requisition (PR):	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Step 6		
Executive Director or Division Director's Certification		
By signing below or approving by email, I approve membership based on the following information provided:		
<ul style="list-style-type: none"> ▪ Membership is not with an organization that pays all or part of the salary of a person who is required to register as a lobbyist. ▪ The organization is not a chamber of commerce. ▪ The benefits received from the membership serve a public purpose(s) that is(are) within the agency's specific or implied statutory authority to perform. ▪ The benefits received from membership are adequate consideration in exchange 		
Executive Director or Division Director Signature		
Name: Edward Serna	Title: Executive Director	
Signature: X 	Date: 7/14/23	
PCS Use: This form must be approved by the Executive Director (E.D.) or Division Director. The signed form or the form with email approval by E.D. or Division Director must be retained in the procurement file.		