



Controller's Office  
Florida State University

Payables and Disbursements  
5607A University Center  
Tallahassee, FL 32306-2391  
AccountsPayable@admin.fsu.edu

### CERTIFICATION OF PAYMENT WITH PUBLIC FUNDS

Membership Organization

Date

Address of Membership Organization

**This form is to be completed by the membership organization.** It is good for five years from the date on the form. Please email the completed form to AccountsPayable@admin.fsu.edu.

Section 119.01(3), Florida Statutes, states if public funds are expended by an agency in payment of dues or membership contributions for any person, corporation, foundation, trust, association, group, or other organization, all the financial, business, and membership records of such an entity **which pertain to the public agency (The Florida State University)** are public records. Section 119.07, Florida Statutes, states that every person who has custody of such a public record shall permit the record to be inspected and copied by any person desiring to do so, under reasonable circumstances.

Additionally, I certify this organization  does  does not provide for institutional memberships.

Please complete the statement below attesting that your records pertaining to the dues or membership application by The Florida State University are available for inspection as stated above.

Sincerely,  
Associate Controller  
Carla Daniels

I attest that the records of  are open for inspection as provided by the Florida Statutes listed above. The Federal Employer Identification for this organization is .

Signature of Membership Organization Rep

Date

Title

Submit by Email