

<b>Baltimore Research and Education Foundation, Inc.</b>	<b>Professional Journal Subscription Policy</b>	No.		16
		Effective Date		05/04/2009
		Revision Letter		A
		Final Approval Signature	Approved at the BREF Board meeting held 1/26/2011	

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will purchase books, journals or publications.

2.0 Scope

This policy applies to BREF Investigators who want to purchase books, journals or other publications.

3.0 Policy

3.1 Investigators may use their project funds to purchase research-related books and journal subscriptions as long as the purchase is within the scope of the donor's intent. Periodicals are to come directly to the VA facility.

3.2 Organization memberships cannot be paid from BREF funds unless that membership is required to receive the organizations journal or publication.

4.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
05/04/2009	A	Heather Riley	Put policy in approved format.
01/26/2011		Shirley Rutledge	No revisions. Policy approved at the BREF Board meeting held 1/26/2011.