University of Colorado
Procurement Service Center (PSC)

PSC Procedural Statement: Official Functions
Effective Date: July 1, 2010

Introduction
An official function is a meeting, meal, or other function that is hosted by an organizational unit, attended by guests and/or associates or employees, and held for official university business. All official functions must comply with the Administrative Policy Statement Propriety of Expenses and the PSC Procedural Statement (PPS) Sensitive Expenses.

This procedural statement sets forth university requirements for use of the Official Function form when food/beverage is purchased for an official function. (For use of the Official Function form when alcohol is purchased for an event, see the PPS Alcoholic Beverages Purchased for University Events.)

Definitions
Italicized terms are defined in the Policy Glossary. Underlined terms are defined in the Finance and Procurement Procedure Glossary.

Procedural Statement
The most common types of official functions are:

- Training functions. (Held to enhance staff knowledge or to educate employees, associates, or other individuals. Training functions should have written agendas, study materials, and be led by identified presenters.)
- Community relation functions.
- Employee recognition events and retirement functions.
- Goodwill functions.
- Multi-unit or multi-campus events. (Participating units may not report to the same officer, and events may not occur more often than monthly).
- Recruitment functions. (Held to enlist new employees, students, etc.)
- Student functions. (Hosted for students, and directly related to student/educational development, e.g., student recognition, student recruitment, and student program development.)

For purposes of determining the use of the Official Function (OF) form, the cost of an official function is the cost of food/beverage for personal consumption and related taxes/tips.

- The organizational unit must complete the OF form if:
  - The total cost of the official function exceeds $500; or,
  - Regardless of total cost, the per-person cost of the official function exceeds $85.

- In addition to Organizational Unit Authorizing Signature, the OF form must be approved by an officer who is the appropriate campus oversight manager for this function if:
  - The total cost of the official function exceeds $10,000; or,
  - Regardless of total cost, the per-person cost of the official function exceeds $85.

Furthermore, the requirements of this procedural statement must be considered in conjunction with any campus-specific policies on alcoholic beverages.
Exceptions
The OF form is not applicable to the following cases:
- purchases of strictly business materials (copies of handouts, room/instructional equipment rentals, etc.) for workday-type functions such as staff/faculty meetings;
- purchases of food for conferences hosted by the University;
- purchases of food for ordinary student residential life activities;
- purchases of food for research/instructional projects; and,
- purchases of food for resale.

Paper Forms and the Expense System
When documenting information for Employee Reimbursement, Procurement Card, and Event Card transactions in the Expense System, note:
The Official Function paper form is not required for transactions processed in the Expense System since entry of required information and routing for approval is already handled by the system.

Related Administrative Policy Statements (APS) and PSC Procedural Statements (PPS)
- APS Alcoholic Beverages Purchased for University Events
- PPS Alcoholic Beverages Purchased for University Events
- PPS Recognition and Training
- PPS Sensitive Expenses

Forms and Other Resources
- Official Function (OF) form
- How to Buy: Official Functions purchasing instructions