

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