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**PROCUREMENT SERVICE CENTER**

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## **Official Function (OF)** <sup>[1]</sup>

**Effective Date: 12/9/2013**

### **Purpose**

Use this form when:

1. alcoholic beverages are being purchased (in any dollar amount) for an official function/conference; or
  2. for an official function, the total cost of food/beverage exceeds \$500; or
  3. for an official function, the per-person cost exceeds \$85 (regardless of total cost).
- (Official functions that do not exceed these amounts do not require the OF form but must still comply with all applicable university policies.)

**Concur expenses:** For purchases made using the Procurement Card or Travel Card, or for personal reimbursements, this paper form is NOT required. Alcohol and official function information is entered directly into Concur for each expense.

### **Related Procedure**

- [Official Functions](#) <sup>[2]</sup>

### **Download the Official Function form below**

#### **Files:**



[official-function.xlsx](#)<sup>[3]</sup>

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**Source URL:** <http://www.cu.edu/psc/forms/official-function>

#### **Links:**

[1] <http://www.cu.edu/psc/forms/official-function>

[2] <http://www.cu.edu/psc/psc-procedural-statement-official-functions>

[3] <http://www.cu.edu/sites/default/files/policies/40558-official-function/files/official-function.xlsx>