

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

**Effective Date: 12/1/22 (*Increased per-person dollar threshold requiring officer approval from over \$85 to over \$115.*)**

### **Purpose**

Use this form when:

1. alcoholic beverages are purchased (in any dollar amount) for an official function or CU-hosted 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 of food/beverage exceeds \$115 (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 form eff 12/1/22](#) <sup>[3]</sup>

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

#### **Links**

[1] <https://www.cu.edu/psc/forms/official-function> [2] <https://www.cu.edu/controller/finance-procedural-statement-official-functions> [3] <https://www.cu.edu/sites/default/files/policies/40558-official-function/files/form-120122-increased-threshold-85-115.xlsx>