



University of Colorado

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PROCUREMENT SERVICE CENTER

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How to Buy Official Functions ^[1]

This commodity covers a meeting, meal, or other function that is hosted by the University for official university business, attended by guests and/or associates/employees, and held either on university property or off-site at hotels, motels, resorts, country clubs, learning centers, or other locations. Such functions typically include:

- conference or meeting facilities
- meals and beverages
- catered services (including bartending services that are part of the event)

Sales contracts for special events that include group lodging, conference, and/or catered services - regardless of dollar value - must be reviewed and signed by the PSC prior to the event taking place. For more information on contracting authority, refer to the [Administrative Policy Statement Contracting Authority](#) ^[2].

Procurement Options and Procedures

\$5,000 or less

- Use a University issued Procurement Card or submit a Purchase Requisition through the CU Marketplace.
- Restrictions apply to using the Procurement Card for Lodging. Sales contracts must be reviewed and signed by the PSC. Requires OF form if over \$500 or APA form if alcohol; see below.
- Restrictions apply to using the Procurement Card for Lodging. Sales contracts must be reviewed and signed by the PSC. Requires OF form if food/beverage over \$500 total or over \$85/person or if alcohol is being purchased in any dollar amount.

Above \$5,000 ?Submit a Purchase Requisition, or a Standing Purchase Order Requisition, through the CU Marketplace. Sales contracts must be reviewed and signed by the PSC. Requires OF form; see below.

Alcohol Authorizations

For information on arranging official functions, see the PSC Procedural Statement Official Functions, which requires the use of the [Official Function \(OF\) form](#) ^[3] for events where food

and beverage costs (with taxes/tips) are estimated to be over \$500 total or over \$85/person.

The University of Colorado has defined restrictions on the provision of alcohol for personal consumption at university events. For policy and procedure information, refer to the [PSC Procedural Statement Alcoholic Beverages Purchased](#) [4] for University Events.

The department completes the OF form, obtains the necessary signatures, and either retains it on file in the department office (for small-dollar purchases) or submits it to the PSC (for PO Requisition and SPO Requisition processing).

Related Links

- [Official Function Form](#) [3]
- [PSC Procedural Statement Official Functions](#) [5]

Purchasing Agent

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Source URL: <http://www.cu.edu/psc/how-buy-official-functions>

Links:

- [1] <http://www.cu.edu/psc/how-buy-official-functions>
- [2] <http://www.cu.edu/ope/aps-2005-contracting-authority>
- [3] <http://www.cu.edu/psc/forms/official-function>
- [4] <http://www.cu.edu/psc/procedures/alcoholic-beverages-purchased-university-events>
- [5] <http://www.cu.edu/psc/psc-procedural-statement-official-functions>
- [6] <mailto:OfficialFunctions@cu.edu>