Published on *University of Colorado* (https://www.cu.edu)

Official Function (OF) [1]

Use this form if any of the following applies:

- For an official function or for a CU-hosted conference: the University purchases alcoholic beverages in any dollar amount.
- For an official function: The total cost of food/beverage exceeds $500.
- For an official function: Regardless of total cost of food/beverage, the per-person cost of food/beverage exceeds $125 (pre-tax/tip/fees).

Download: Official Function (OF) Form [2]

Effective Date: 5/1/2025 (Increased per-person dollar threshold requiring officer approval from over $115 (including tax/tip/fees) to over $125 (pre-tax/tip/fees).

Frequently Asked Questions

Q: **Who needs to sign this form?**
A: Organizational Unit Authorizing Signature - Someone in a position of authority for the department, this is typically the head of the department. This signature is always required.

Officer - The Officer of your organizational unit. This signature is required if the total cost of food/beverage exceeds $10,000 (including tax/tip/fees) or if - regardless of total cost - the per-person cost of food/beverage exceeds $125 (pre-tax/tip/fees). Tip: You can look up your Officer in FIN. Log into your campus portal, select the Finance System tile, and click the SpeedType tile. Search for your SpeedType. The Officer's name is displayed on the Org/Program/Project Attributes tab.

Campus Alcohol Approver - Designated individual/s at each campus, typically the campus fiscal compliance team. This signature is required if alcohol is being purchased with University funds. For specific contacts, refer to the campus tabs on the Campus Controllers' (Finance) Offices page [3] of the OUC website.

Q: **When do I need to attach this form to a Concur expense report ... or to a Marketplace requisition?**
A: When reconciling Procurement Card, Travel Card, or personal reimbursement expenses, official function-related information is entered directly in Concur and routing for appropriate approvals (organizational unit, officer, campus alcohol approver) is managed within the system. Therefore, CU System policy does not require a separate Official Function form in these cases.

When processing purchase requisitions, routing for organizational unit and campus alcohol approval is managed within CU Marketplace. Officer approval, however, is not part of CU Marketplace workflow. Therefore, if your official function's total food/beverage cost exceeds $10,000 (including tax/tip/fees), or if the per-person food/beverage cost exceeds $125 (pre-tax/tip/fees), you must attach the officer-approved Official Function form to your requisition.

Note: Your department or campus may have additional requirements for use of the Official Function form, so we recommend that you also check with them.

Q: **How do I calculate the cost of an official function?**
A: For purposes of the Official Function form, the total cost of the event is the total cost of food/beverage, including tax/tip/fees. The form also asks you to enter the cost of food/beverage **pre-**tax/tip/fees -- this is so the form can make the necessary calculation of per-person cost. The per-person cost threshold requiring officer approval is based on the cost before tax/tip/fees are added.

Q: **Are there related resources on how/when to use this form?**
A: Yes! See the Finance Procedural Statements Official Functions [4] and Alcoholic Beverages Purchased for University Events [5] for additional details. For purchasing instructions, refer to How to Buy Official Functions [6].

Source URL:https://www.cu.edu/controller/forms/official-function

Links
[1] https://www.cu.edu/controller/forms/official-function [2] https://www.cu.edu/system/files/pages/343946-official-function/docs/form-050125-increased-threshold-115-125-logo.xlsx?download=true
[3] https://www.cu.edu/controller/campus-controllers-finance-offices
[4] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-official-functions [5] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-alcoholic-beverages [6] https://www.cu.edu/psc/how-buy-official-functions