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Official Functions: Upcoming Officer Approval Threshold Change [1]

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If your organizational unit hosts official functions, please be aware of an important update regarding officer approval requirements for food and beverage expenses.

What's Changing?

Effective May 1, 2025, the per-person cost threshold for requiring officer approval will increase.

- **Current Policy:** Officer approval is required if the per-person food/beverage cost exceeds **$115 (including tax, tip, and fees).**
- **New Policy (Effective May 1):** Officer approval will be required if the per-person food/beverage cost exceeds **$125, pre-tax, tip, and fees.**

Where Will You See These Changes?

- **Finance Procedural Statement Official Functions:** The updated threshold will be reflected in the policy and on the Official Function (OF) form starting May 1.
- **Concur Expense System:**
  - When submitting an official function expense, Concur will prompt you to enter food and beverage costs **before** tax, tip, or other fees.
  - If the new per-person threshold is exceeded, Concur will automatically route the expense for officer approval.
  - This applies to the following expense types: Large Official Function (with and without Alcohol), Official Function (up to 10 attendees, with and without Alcohol).
  - The Procurement Service Center (PSC) will offer a training webinar on these Concur updates—watch for a PSC communication soon.
- **CU Marketplace:**
  - Officer approval is not part of the CU Marketplace workflow.
  - If your official function's total food/beverage cost exceeds $10,000 **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.

Questions?

Please contact the Office of University Controller's Financial Services & Solutions unit at FSS@cu.edu [2].

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