Official Functions: Upcoming Officer Approval Threshold Change [1]

April 25, 2025

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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