

Official Functions: New Officer Approval Threshold ^[1]

May 2, 2025

Effective May 1, 2025, the per-person cost threshold for requiring officer approval has increased:

- **From:** over \$115 (including tax, tip, and fees)
- **To:** over \$125 (pre-tax, tip, and fees)

If your department hosts official functions with food/beverage, please take a moment to familiarize yourself with the OUC's revised Finance Procedural Statement [Official Functions](#) ^[2] and revised [Official Function form](#) ^[3].

Note: As a result of the threshold change -- and the fact that the per-person threshold is now calculated **before** adding in tax/tip/fees -- you'll see a few differences when you reconcile official function expenses in Concur. You can learn about them in the Procurement Service Center's webinar:

- Wednesday, May 7, 11:00 a.m.-12:00 p.m.
- [Register now](#) ^[4]

Questions? Contact the OUC's Financial Services & Solutions Help Team at FSS@cu.edu ^[5].

Source URL: <https://www.cu.edu/controller/news/office-university-controller-news/may-2-2025-edition/official-functions-new-officer>

Links

- [1] <https://www.cu.edu/controller/news/office-university-controller-news/may-2-2025-edition/official-functions-new-officer> [2] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-official-functions> [3] <https://www.cu.edu/controller/forms/official-function>
[4] <https://cusystem.zoom.us/meeting/register/doW7HYGZTdikJT3ZLMC47g#/registration>
[5] <mailto:FSS@cu.edu>