

PSC Procedural Statement: Official Functions ^[1]

Effective Date: March 1, 2019

Introduction

This procedural statement sets forth university requirements for use of the Official Function form when food/beverage is purchased for an official function. (For use of the Official Function form when alcohol is purchased for an event, see the PPS Alcoholic Beverages Purchased for University Events.)

For information on how to purchase food, beverage, catered services, meeting facilities, and other items related to official functions, see the [How to Buy Official Functions](#) ^[2] purchasing instructions.

Definitions

Italicized terms are defined in the Policy Glossary. Underlined terms are defined in the Finance and Procurement Procedure Glossary.

Procedural Statement

The most common types of official functions are:

- Community relation functions - external (directly related to University's instructional/research/public service mission)
- Donor cultivation, solicitation, and stewardship official functions - requires use of advancement/development funds-Fund 36
- Employee recognition/appreciation events and retirement functions
- Goodwill functions - for official guests/volunteers to indicate goodwill or esteem
- Multi-unit or multi-campus events (participating units may not report to the same officer, and events may not occur more often than monthly)
- Recruitment functions - held to enlist new employees, faculty, post-/pre-doctorates, student athletes, etc.
- Student functions - hosted for students, and directly related to student/educational development (e.g., student recognition, student recruitment, and student program development)
- Training functions - held to enhance staff knowledge or to educate employees, associates, or other individuals (training functions should have written agendas, study materials, and be led by identified presenters)

For purposes of determining the use of the Official Function (OF) form, the cost of an official function is the cost of food/beverage for personal consumption and related taxes/tips.

- The organizational unit must complete the OF form if:
 - The total cost of the official function exceeds \$500; or,
 - Regardless of total cost, the per-person cost of the official function exceeds \$85.
- In addition to Organizational Unit Authorizing Signature, the OF form must be approved by an officer who is the appropriate campus oversight manager for this function if:
 - The total cost of the official function exceeds \$10,000; or,
 - Regardless of total cost, the per-person cost of the official function exceeds \$85.

Furthermore, the requirements of this procedural statement must be considered in conjunction with any campus-specific policies on alcoholic beverages.

Exceptions

The OF form is not applicable to the following cases:

- purchases of strictly business materials (copies of handouts, room/instructional equipment rentals, etc.) for workday-type functions such as staff/faculty meetings;
- purchases of food for conferences hosted by the University;
- purchases of food for ordinary student residential life activities;
- purchases of food for research/instructional projects; and,
- purchases of food for resale.

Paper Forms and the Expense System

When documenting information for Employee Reimbursement and Procurement Card transactions in the Expense System, note:

The Official Function paper form is not required for transactions processed in the Expense System since entry of required information and routing for approval is already handled by the system.

Have a question or feedback?

Questions & Feedback ^[3]

Feedback or Question *

Your Email Address

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Related Information

Related Administrative Policy Statements (APS) and PSC Procedural Statements (PPS)

- [APS Alcoholic Beverages Purchased for University Events](#) [4]
- [PPS Alcoholic Beverages Purchased for University Events](#) [5]
- [PPS Recognition and Training](#) [6]
- [PPS Sensitive Expenses](#) [7]

Forms and Other Resources

- [Official Function \(OF\) form](#) [8]
- [How to Buy Official Functions](#) [2] purchasing instructions

Groups audience:

Procurement Service Center

Source URL: <https://www.cu.edu/psc/psc-procedural-statement-official-functions>

Links

[1] <https://www.cu.edu/psc/psc-procedural-statement-official-functions>

[2] <https://www.cu.edu/psc/how-buy-official-functions>

[3] <https://www.cu.edu/controller/forms/questions-feedback-0>

[4] <https://www.cu.edu/ope/aps/4018>

[5] <https://www.cu.edu/psc/procedures/alcoholic-beverages-purchased-university-events>

[6] <https://www.cu.edu/psc/policies/psc-procedural-statement-recognition-and-training>

[7] <https://www.cu.edu/psc/policies/psc-procedural-statement-sensitive-expenses>

[8] <https://www.cu.edu/psc/forms/official-function>