

## COMMUNITY COLLEGE OF DENVER

Title: Official Function

Guideline #: FS – 1

Approved: April 23, 2011  
July 13, 2015  
August 9, 2017

References: State Controller Policy  
State Fiscal Rules  
Board Policy 8-60

Approved By: Dr. Everette J. Freeman, President

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### 1. PURPOSE

These guidelines are written to clearly establish rules pertaining to official functions.

### 2. APPLICABILITY

Official functions and training functions shall be held to achieve program objectives and must be limited to reasonable and actual costs. The attendance of state employees at these functions shall be kept to a minimum and shall include only those individuals directly related to the purpose of the function. Expenditures shall be kept to a minimum as they have the potential of being perceived to be for personal benefit and an abuse of public funds. Official functions shall be hosted by a representative of the College that has been delegated authority by the College President or delegate to host such functions.

### 3. DEFINITIONS

- a. Official Function – A meeting, conference, meal, or other function which is hosted by the chief executive officer, or representative, of a state agency or institute of higher education, attended by guests and/or state employees, and held for official state business purposes.
- b. Training Function – A meeting, conference, or other function which is hosted by a state agency or institute of higher education, attended by customers of the state and/or state employees, and held to enhance staff knowledge or to educate customers of the state or state employees, that are affected by the state agency or institution of higher education’s operations or regulations. Training functions should have a written agenda, study materials, and be led by an identified presenter.

### 4. POLICY

Official functions must meet the criteria defined in the State Fiscal Rules, including, but not limited to, State Fiscal Rule 2-1, which indicates expenditures are for official state business and are reasonable and necessary.

### 5. GUIDELINES

- a. Approval and Review of Official Functions
  - i. The Official Function Form must be submitted when food will be served at a meeting, workshop, or training session organized by the College, whether on or off campus. All official function requests must be submitted to and

approved by the requester's org owner and vice president prior to the event. Conferences and training functions must include a written agenda, study materials and presenter's information. Prior to the event, the President's signature is required if cost of the official function is equal to or greater than \$1,000.00. A copy of the approved Official Function Form must accompany any request for payment submitted to Fiscal Services.

- ii. All costs are to be included on the Official Function Form. Such expenses include, but are not limited to: food purchases, conference rooms, audio/video/other equipment rental, speakers, trainers and honorariums. When costs exceed the budgeted or estimated amount, an amended Official Function Form must be created and appropriate approvals obtained.
- iii. Food service costs-per-person must be no more than the state allowed per diem for the meal being served. Meal per diem rates are listed on the State Controller's website.

b. Submitting for Payment of Invoice(s) or Reimbursement:

i. Purchase Requisition (PR) and Personal Services

1. Prior to the event commencing, and receiving goods or services, establish a purchase order for the following:

- a. All services other than Auraria Higher Education Center (AHEC) approved campus catering regardless of dollar amount.

- b. Purchases of goods greater than \$5,000.00.
2. Allow at least two (2) weeks lead time for Auraria Higher Education Center (AHEC) Purchasing to process the purchase orders. Submit the following documents to the Purchasing Specialist in Fiscal Services:
- a. PR Form (Typically the PR Form can be obtained from your office manager. If you do not have an office manager, obtain the Form directly from AHEC Purchasing.);
  - b. Business case for review and approval by Human Resources. The Director of Human Resources is available to assist in completing a business case. In certain instances, a business cases may already exist.
  - c. Price quote, if necessary;
  - d. Scope of work for individuals or sole proprietors, and;
  - e. W-9 for new vendors (Accounts Payable will be able to assist you in determining if the vendor is already setup in Banner).
3. Submitting Invoices for Payment

- a. Once the event has concluded, promptly submit all invoices to accounts payable with the following:
  - i. A copy of the approved Official Function Form, and;
  - ii. A list of clearly identifiable names of all attendees, including state employees who attended the official function.

ii. P-Cards

- 1. The use of P-Cards is permitted for the purchase of goods and may be used to purchase catering services only from AHEC approved caterers.
- 2. Fast food providers, such as Jason's Deli, Jimmy Johns, are generally not classified as caterers and, therefore, the P-Card is an acceptable means of payment.
  - a. Contact the Purchasing Specialist to determine whether a food provider is classified as a fast food provider.
- 3. Submit a copy of the signed Official Function Form and a list of attendees with your monthly P-Card statement for each transaction.

## 6. AHEC FOOD PROVIDERS

AHEC maintains contracts with various food vendors to provide catering and other food related services. Please check the AHEC web site for the most current [list of food providers](#). For events held at the Tivoli Student Union Center you are required to use one of the authorized food vendors. Although not required, the College does encourage you to use the authorized food vendors for events held at other locations on campus.

## 7. PERSONAL MEALS

Employees are prohibited from purchasing personal meals (breakfast, lunch, or dinner), beverages (coffee, teas, etc.), snack items or the like for themselves or others using College funds unless such purchase has been pre-approved in writing by the College President. Any such purchases without the College President's prior written approval shall be the sole responsibility of the individual incurring the expense.

## 8. ALCOHOLIC BEVERAGES

Alcoholic beverages are never to be purchased using College funds.