

Official Function - Frequently Asked Questions

Where can I find the form?

The official function form can be found on the Purchasing webpage. [Click here to visit the Purchasing page.](#)

Can the form be completed electronically?

No. However, the form is a fill-in and easy to complete and navigate though. It will need to be printed and forwarded for signatures.

Do I have to fill in all the blanks on the form?

Yes. The form must be completed in its entirety and the checklist must be initialed.

If I am using an outside vendor, do I need to list that on the form before submitting it for approval?

Yes. The President or VP will need to know what vendor you are using.

When should the form be submitted for approval?

The official function approval form must be submitted *prior* to your event or placing any orders for your event. Orders should not be placed until the fully approved form is returned to the requestor.

Can I as first level sign the form and have my dean sign as second level?

- In Instructional Services, the dean should be the first level signature and then the VP would be second level.
- Grant funded events have different requirements. Please double check with Grants Accounting in Business Services before planning to serve food or beverages paid for with grant funds.

What do I do with the form once it is signed?

- Keep the form with the agenda and sign-in sheet, if applicable, until the event has concluded. Attach the form and all back up to the invoice from Food Services or to the PCard statement.
- For cafeteria invoices, the invoice and supporting documents should be forwarded to Judy Luhman box 16 in Business Services. Please make sure to sign and add the ORG code to the cafeteria invoice placing it on top of the official function and backup documentation.

What campus functions are eligible for catering?

Typically events where outside guests are in attendance. Some examples include:

- Advisory council meetings, board meetings
- Community events such as fairs, open house
- Staff meetings or trainings that are at least 4 hours long
- Grant funded events have different requirements. Please contact Grants Accounting in Business Services before planning to serve food or beverages paid for with grant funds.

If I purchase food with my PCard, why do I have to complete the official function form?

The form is an internal approval form used to document and support the purchase of food. The PCard is a method of payment.

I don't know the exact cost of the food and catering. Can I list an estimated cost on the form?

Yes. However research should be completed by visiting the vendor's website to obtain price information or using the prices listed on the Food Services catering request form as a guide. The suggestion is to follow standard per diem rates for Colorado.

- Breakfast \$11
- Lunch \$12
- Dinner \$23

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What documents must be attached to the official function form when it is submitted for payment?

Agenda and/or training materials, sign-in sheet, invoice/receipt.

Secondary question: Must these same documents be attached to the official function form when I pay for the food/catering with my PCard?

Yes.

Can I purchase food with my PCard from a restaurant?

No. PCards may NEVER be used to pay for food in a restaurant, picked up from a restaurant, or fast food.

Can I purchase food for a regular/reoccurring staff meeting or luncheon?

No.

What if the event I'd like to order food for does not fit the definition per the official function form?

Contact the Procurement Manager at ext. 6345. Any questionable request would be handled on a case-by-case basis.

Can our department purchase food for a luncheon celebration for a retiree?

The College will support the purchase of cake and beverages for a retiree and must be ordered through Food Services. All other activities must be paid for out-of-pocket.

Can our department purchase food for other departures/personal events (i.e. birthdays, baby showers, promotions, going away party, etc.)?

No. These purchases would need to be covered with personal funds.

Can our department purchase alcohol for our event?

No. Alcohol must never be purchased.