

OFFICIAL FUNCTIONS FORM

To be completed and approved prior to activity and subsequently attached to the purchase documentation*
* check request, PO or P-Card transaction detail report

Payee: Date of Event:

Estimated Cost: FOAP Number:

Description of Activity/Function:

Public Purpose - explain how value to be received exceeds cost:

Total # of Persons Attending Event: List College Employees Attending Activity, if any, (attach list if needed):

Requestor (Sign & Date) _____
Budget Manager/Supervisor (Sign & Date) _____
Vice President over Budget FOAP (Sign & Date) _____

5.8 OFFICIAL FUNCTIONS

An official function is an activity authorized by District administration supporting and furthering the mission, goals, and objectives of the College.

Funding Sources

The Official Functions form applies to all official function expenses regardless of the fund from which they are made.

Types of Official Functions

Recognizing that there are certain occasions when providing meals or refreshments is appropriate and in the best interest of the College, the following guidelines are examples of permissible events.

1. Professional development activity in which an entire employee group, or major segment of the group, is involved. Examples are faculty and staff in-service days, department retreats that include planning, training, substantive discussions and interactive activities.
2. An activity at which the College acts as host to invited guests from outside the College. This is limited to situations where there is specific benefit to the College such as advisory committees.
3. An activity in which the public is invited.
4. Governing Board meetings held during meal hours.
5. To the maximum degree possible (considering practicality and propriety), all such events should be at a College location and served by College food services. Off-campus events should be held to a minimum due to the additional expense (cost vs. benefit to the College/public).
6. Meeting rooms and facilities for the functions held off campus are deemed an integral part of an official function expense.
7. Recognizing that no set of guidelines can respond to all circumstances, the President or his/her designee may approve, on a case-by-case basis, food requests for events not contemplated by these guidelines.

Alcohol

Notwithstanding a valid public purpose, alcoholic beverages cannot be purchased with public monies (see Policy 5.25 - Alcohol On Campus policy).

Food Items Not Considered as Part of the Official Functions Policy

- Food supplies for cooking classes
- Meals for athletic teams when the College food service is closed
- Student & Resident Life activities (e.g. student clubs, cultural events)
- Food supplies for resale by clubs
- Food provided per contract to non-college groups
- Meals included as part of registration fees (e.g. chamber or association lunch meetings)