

## **Official Function (OF)** <sup>[1]</sup>

Use this form when:

1. alcoholic beverages are purchased (in any dollar amount) for an official function or CU-hosted conference; or
2. for an official function, the total cost of food/beverage exceeds \$500; or
3. for an official function, the per-person cost of food/beverage exceeds \$115 (regardless of total cost).

[Download: Official Function \(OF\) Form](#) <sup>[2]</sup>

**Effective Date:** 12/1/2022 (Increased per-person dollar threshold requiring officer approval from over \$85 to over \$115. Form revised 05/01/2024 to show OUC branding.)

**The OUC has reengineered the finance forms pages to improve user experience by enhancing page design and content. [Learn more here](#)** <sup>[3]</sup>.

### **Frequently Asked Questions**

**Q: Who needs to sign this form?**

A: Organizational Unit Authorizing Signature - Someone in a position of authority for your department, this might be the head of your department or other person. This signature is always required.

Officer - The Officer of your organizational unit. This signature is required if the cost of food/beverage exceeds \$10,000 total or if (regardless of total) the cost of food/beverage exceeds \$115/per person. (Tip: You can look up your Officer in FIN. Log into your campus portal, select the Finance System tile, and click the SpeedType tile. Search for your SpeedType. The Officer's name is displayed on the Org/Program/Project Attributes tab.)

Campus Alcohol Approver - Designated individual/s at each campus, typically the campus fiscal compliance team. This signature is required if alcohol is being purchased with University funds. For specific contacts, refer to the campus tabs on the [Campus Controllers' \(Finance\) Offices page](#) <sup>[4]</sup> of the OUC website.

**Q: What do I do with this form? Do I need to attach it to a Concur expense report?**

A: If you're entering a requisition in CU Marketplace for an official function, you need to attach the OF form to the requisition as an internal attachment.

The "paper" Excel form is not required by CU System procedures for expenses reconciled in the Concur Travel & Expense System. This is because Concur asks for the form's information on the expense line of the report and then routes the report for required approvals (e.g., Officer, or Campus Alcohol Approver). Your department or campus may have additional requirements for use of the Official Function form, so we recommend that you also check with them.

**Q: How do I calculate the cost of an official function?**

A: For purposes of the Official Function form, the cost of the event is the total cost of food and beverage, including taxes (if appropriate) and tips.

**Q: Are there related resources on how/when to use this form?**

A: Yes! See the Finance Procedural Statements [Official Functions](#) [5] and [Alcoholic Beverages Purchased for University Events](#) [6] for additional details. For purchasing instructions, refer to [How to Buy Official Functions](#) [7].

**Have a question or feedback?**

**Questions & Feedback** [8]

**Feedback or Question \***

**Your Name**

---

**Your Email Address**

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

---

**Source URL:** <https://www.cu.edu/controller/forms/official-function>

## Links

- [1] <https://www.cu.edu/controller/forms/official-function> [2] <https://www.cu.edu/doc/form-120122-increased-threshold-85-115xlsx?download=true> [3] <https://www.cu.edu/controller/news/office-university-controller-news/april-5-2024-edition/coming-soon-new-ouc-forms> [4] <https://www.cu.edu/controller/campus-controllers-finance-offices> [5] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-official-functions> [6] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-alcoholic-beverages> [7] <https://www.cu.edu/psc/how-buy-official-functions> [8] <https://www.cu.edu/controller/forms/questions-feedback-0>