

WESTERN STATE COLLEGE OF COLORADO
OFFICIAL AND TRAINING FUNCTIONS COMMITMENT REQUEST

Staple Here

This form must be filled out in its entirety to be validated. Use with reimbursements and P-Card expenses.

(See reverse side for fiscal rules and procedure summary)

Payee: (Name of person or entity to be reimbursed, or P-Card Vendor that was paid)	SS# or WSC ID# Not used for P-Card	
Type of Function: (Meeting, Conference, Meal, Reception, etc.)	Date of Function:	
Location of Function: (Be specific; list names of: City, Restaurant etc.)	Index # Not used for P-Card	
	Fund #	
	Org #	
Purpose of Function: (Please describe in detail.)	Acct # (See reverse side)	
	Prog #	
	Total Expenses	\$
	Reimbursement Amt Not used for P-Card	\$
	# Attendees	
Supervisors Approval: [If P-Card used, Approving Official must sign]	Title of signer:	
Signature of Payee: [If P-Card used, signature not needed]	Date:	

I certify the statements in this request to be true and just in all respects; that payment claimed herein has not and will not be reimbursed to me from any other sources, or I acknowledge that this was a P-Card transaction and that expenses listed are for expenses claimed where a P-Card was used by me for State business; and that no claims or P-Card transactions were included for expenses of a personal or political nature or for any other expenses not authorized by the Fiscal Rules; and that I actually incurred or paid the expenses for which reimbursement is claimed or charged on the P-Card.

STATE EMPLOYEES ATTENDING THE OFFICIAL FUNCTION

NAME: (Include "and Spouse", if attending)	AFFILIATION

VISITING GUEST OR DIGNITARIES ATTENDING THE OFFICIAL FUNCTIONS

NAME: (Include "and Spouse", if attending)	AFFILIATION

OF STUDENTS ATTENDING:

- Mail to: _____
 Hold at Cashier's Window.
 Attachment for monthly statement to substantiate P-Card Official Function Expense.

If under \$100.00, go to cashier's window for petty cash with a completed form.
 If over, complete form and attach receipts - submit to accounts payable for reimbursement
 Alcohol is not reimbursed.

Official Functions Forms MUST be submitted when the expenditure of funds is for: meetings, conferences, meals, other functions, food, beverages or related supplies. (See reverse side for basic requirements and examples).

OFFICIAL FUNCTIONS AND TRAINING FUNCTIONS

Rule 2-7 Issued by the State Controller's Office

AUTHORITY:
24-30-202, C.R.S. (State Controller Authority)

Date Issued: 7/15/67
Date Revised: 7/1/2003

DEFINITIONS:

Official Function - A meeting, conference, meal, or other function that is hosted by the chief executive officer, or representative, of a state agency or institution of higher education, attended by guests and/or state employees, and held for official state business purposes.

Training Function - A meeting, conference, or other function which is hosted by a state agency or institution 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.

RULE:

Official functions and training functions shall be held to achieve program objectives and shall be limited to reasonable and actual costs. The attendance of state employees at official 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. Expenditures incurred for official functions shall be approved by the chief executive officer or by a representative of the state agency or institution of higher education that has been delegated authority by the chief executive officer.

Western State College, Official Functions (OF) policies:

Official and Training Functions Commitment Request MUST be submitted when the expenditure of funds is for: meetings, meals, conferences, other functions, food, beverages or related supplies. It MUST be shown that the primary purpose of incurring such cost is the dissemination of technical information or the stimulation of production, as pursuant to CRS 24-30-202 and CRS 24-107-101-5. Discretion shall be applied to all purchases of food and beverages using public funds.

OF under \$100.00 can be paid or reimbursed out of petty cash, only if an "Official Function Form" is filled out in its entirety, signed, and presented at the time of reimbursement. OF over \$100.00 must be submitted to accounts payable for reimbursement.

Food and beverages for events where only college employees are involved, shall be limited to incidences of extended work hours i.e.: providing lunch for employees involved in fee payment, providing food or beverages for search committees after hours functions, etc.

Necessary requirements for OF:

The event must be for official state or college business, where the primary purpose of incurring such cost is "the dissemination of technical information or the stimulation of production."

The event is deemed necessary to meet or further specific program objectives.

The costs are reasonable and appropriate under the circumstances.

Attendance by College associates or employees is limited or kept to a minimum.

Attendees at the event are only those individuals necessary to, and directly involved with, the objectives of the program.

The OF includes more than only College associates or employees discussing state/college business during a meal.

The expenditures can be justified to others outside the college as reasonable and necessary to achieve program or college objectives.

Examples of OF:

Food and beverages purchased for the host and guest(s) visiting on official business.

Commencement ceremonies, associated receptions, events and cost.

Meals, banquets, catering services or receptions given as a necessary adjunct to official meetings or conferences.

Festive office decorations for highly visible departments that are frequently visited by non-employee guest and students.

Events, meals, food or activities directly used for employee or student recruitment activities.

Events and their related costs designed to generate alumni, legislative, donor or community support for College programs.

Meals attended by students and/or employees that is related to educational development, recognition or program development.

Exclusions:

State funds cannot be used in any way for entertainment, alcohol, or personal benefit.

Meals, receptions, or other gatherings where the primary purpose is for College personnel to gather for social or personal purposes.

Account Codes: (that can be used with Official and Training Functions Forms, see below)

711108 Food and Related Supplies (groceries, fast food, restaurants, delivered foods, food picked up and served, snacks, candy, water, serving items, linens, non catered events).

711110 Conference Supplies (supplies needed to host an on-site conference).

711116 Recreational Supplies (supplies and gear used for activities - non instructional purposes, i.e. SGA, Intramurals, Clubs).

711118 Pre-Season Meals (team sports meals and food for student athletics held on campus over holidays).

711119 Non-Academic Educational Supplies (materials for festive office decorations, students, staff or public for training).

711220 Official Functions (general meeting, conference or other functions costs and other cost not covered above).

711226 Catering Services (food or beverage service by Sodexo or any catering or food service contract - vendor comes to us).