Reset

COMMUNITY COLLEGE of AURORA

# Official Function Form

(Prior Approval Required if over $100)

An official function is a meeting or assembly hosted by the President or his/her designee, which is held in the best interest of the state while performing State business, required expenditures for such items as food, beverages, catering costs, and other expenses pertaining to the meeting. These expenditures are limited to the purpose of the meeting. These costs should be reasonable and reimbursed only to those persons required to attend the function.

**Request is made for approval of this Official Function in compliance with State Fiscal rules.**

Type of Function_____ Date of Function_____

Estimated No. of Persons_____ Requested by_____ Date_____

Reason for Function_____

| Cost Center # | PO# | Est. Amount | Cost Center Signature Approval | Date |
|---|---|---|---|---|
| | | | | |
| | | | | |

Cost Center Director _____ Date _____ VP of Cost Center (required if over $100) _____ Date _____

President (required if over $1,000) _____ Date _____

1. Complete the upper portion & submit to Cost Center Administrator and the appropriate approval. Submit this form to purchasing with a completed Small Purchase Order.

2. When an official function has taken place and the invoice is received, the Business Office will send the original Official Function Form, along with a copy of the invoice, to the appropriate cost center for completion of the Request for Payment.

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**Request For Payment**

(To be completed after invoices have been received)

The Official Function requested by _____ was held on _____ with _____ persons in attendance (attach list of attendees). The actual cost listed below is requested to be paid from the designated accounts and made payable to the named vendors below.

| Vendor Name | Amt. Authorized to Pay | PO# |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

Requester's Signature _____ Date _____