



OFFICIAL FUNCTIONS AND TRAINING FUNCTIONS

Operating Protocol-Procedure #: 408
Category: Fiscal
Office of Primary Responsibility: Business Office

Approval Date: 3/31/14
Effective Date: 3/31/14
Revised: 4/25/16

Purpose (Clearly state the rationale and purpose for this Operating Protocol)

To define what constitutes an Official or Training function at Pueblo Community College and to establish guidelines for coordinating such functions.

Applicability (Identify to whom this Operating Protocol applies)

All employees who host Official and/or Training Functions

Definitions (Define abbreviations, acronyms, and technical terms)

Official Function – A meeting, conference, or other event, which is hosted by any College department, office, or branch campus for official business purposes, and attended by guests and/or college employees.

Training Function – An event hosted by any College department, office, or branch campus, attended by customers, students, and/or college employees for the purpose of enhancing skills and knowledge. Training functions should have a written agenda, study material, and be led by presenters.

Ultimus - PCC workflow software for the processing of various administrative procedures within the college.

Org (abbreviated from “organization”) - financial cost center against which funds are spent, encumbered, released, and accepted. Each department or office has its own unique org number assigned to it.

References (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

State of Colorado Fiscal Rules, Rule 2-7 Official Functions and Training Functions
(https://www.colorado.gov/pacific/sites/default/files/Chapter%202%20Disbursement.pdf)

Attachments (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

None

Operating Protocol (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

All Official and Training Functions are subject to State Fiscal and Procurement Rules. An Official Function and Training Function shall be held to achieve program and college objectives and shall be limited to reasonable and actual costs. The attendance of college employees at these functions shall include only those individuals directly related to the purpose of the function.

An Official Function Form must be completed for all official and training functions that are associated with a cost, including but not limited to facility rental fees and catering. The form must also be used when seeking personal reimbursement for meals that occur with other parties as part of a meeting to achieve the goals and objective of the College.

The form must be completed on Ultimus prior to the official or training function and must be supported by a statement of purpose of the function, list of attendees, catering and room rental contracts, and any other related expenditure documentation. An



itemized receipt must be submitted when using an Official Function Form to seek reimbursement for a meal that occurred with other parties as part of a meeting to achieve the goals and objective of the College

## Procedure

The responsible party (or requestor) must initiate an Official Function form through Ultimus for any official or training function prior to the event

The responsible party must provide the following:

- Org number where funds are held for function
- Name and type of function
- Number of persons attending
- Date of function
- Estimated cost
- Reason for Function/Training

The form will then be routed to the appropriate supervisor and the Chief Business Officer, and Conference Service (if catering is requested through Conference Services for a Pueblo Campus event or training). Once approved, an "Official Function Authorization – Approval" message will be sent back to the initiator by email.

Pueblo Campus only: If catering has been requested through Conference Services, the initiator will receive a second "Official Function Authorization – Process Completion Notification" message by email, after the event or training has taken place, with the final invoice attached. In addition, the requestor will receive a notification email from Ultimus to provide a list of attendees. The org listed on invoice will be charged by Accounts Payable the following month (unless notified otherwise by the initiator).

It is the responsibility of the requestor to keep record of the Official Function approval message, a list of attendees, and documentation of any expenditures related to the event or training. If expenditures were made using a Pcard, the documentation should be attached to the statement for which the expenditure appears.

When seeking personal reimbursement for a business meal, the "Official Function Authorization - Approval" message should be submitted to Accounts Payable along with the itemized meal receipt.