

UAM OPERATING PROCEDURE 270.2  
RE: Official Functions Policy

January 2014  
Revised: January 31, 2022

University of Arkansas Board Policy 260.1, Official Functions Policy, states that certain events fall within an "Official Functions" designation:

1. Meetings of official institutional (in-house) committees and advisory groups;
2. Meetings of official external committees and advisory groups;
3. Receptions, honors, and staff functions;
4. Faculty and staff functions;
5. Student functions;
6. Official Board functions; or
7. Miscellaneous functions in support of the University's mission not obviously fitting one of these categories.

When expenditures fall within this official functions designation, regardless of the initiating department, a request form must be completed and approved by the supervisor, Vice Chancellor and Vice Chancellor for Finance and Administration prior to any expenditure being made. If an event has been designated by the Executive Council to be an official function of the University, evidence of this action may be provided in lieu of this completed request form. Purchase Requisitions are to be prepared electronically by the department via Workday.

The University has contracted with a food services vendor to provide catering services on campus. For functions involving catering, this vendor must be given first right of refusal for the event. The requesting party must provide evidence that this right was given prior to engaging any off-campus services. The University has also granted exclusive pouring rights to a soft drink vendor and all events should utilize products of that vendor to avoid breach of contract.

The request form is attached.

**REQUEST FOR EXPENDITURE FOR OFFICIAL FUNCTION**  
**UAM Operating Procedure 270.2**

NAME OF FUNCTION/ACTIVITY:

DATE OF ACTIVITY:

LOCATION:

PURPOSE OF FUNCTION AND BENEFIT TO UNIVERSITY:

REQUISITION #:

PERSON/TITLE IN CHARGE OF ACTIVITY:

NUMBER OF ATTENDEES (estimated, if exact number not known):

Guests \_\_\_\_\_

Faculty and Staff \_\_\_\_\_

Students \_\_\_\_\_

Other (explain) \_\_\_\_\_

COST OF THE EVENT - List vendor and actual/estimated costs (attach additional pages or schedules if necessary):

<u>Vendor</u>	<u>Items</u>	<u>Costs</u>
		\$
		_____
	Total Estimated Cost	\$

*For events involving food and beverages, the University's food service vendor must be given the first right of refusal for catering. If catering expenses are proposed from another vendor, provide evidence of refusal.*

*The University's soft drink vendor has been designated as the exclusive brand of beverage on campus. All events should serve this product brand to avoid breach of contract. Beverages should be purchased through either of the University's exclusive beverage or food service vendors.*

Indicate the category of "Official Functions" as authorized by the Board of Trustees:

- ( ) 1. Meetings of official institutional (in-house) committees and advisory groups;
- ( ) 2. Meetings of official external committees and advisory groups;
- ( ) 3. Receptions, honors, and staff functions;

- ( ) 4. Faculty and staff functions;
- ( ) 5. Student functions;
- ( ) 6. Official Board functions; or
- ( ) 7. Miscellaneous functions in support of the University's mission not obviously fitting one of these categories.

EXPENDITURES OF STATE-APPROPRIATED FUNDS FOR OFFICIAL FUNCTIONS SHOULD NEVER INCLUDE:

- a) Expenses for individuals related to membership in clubs, social, or community organizations;
- b) Dues for individuals to professional organizations (except where approved by the President through applicable Universitywide Administrative Memorandum);
- c) Holiday cards or other similar printed greetings to individual constituents;
- d) Alcoholic beverages; or
- e) Expenses associated with any event which primarily celebrates the anniversary, wedding, or other significant moment in the life of an individual employee.

By signing below, the requesting party acknowledges that expenditures for the event will not include those listed in the prohibited items (a-e) above.

\_\_\_\_\_  
Requested By

\_\_\_\_\_  
Date

**Approved by:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chancellor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chancellor for Finance and Administration

\_\_\_\_\_  
Date