Entertainment/OOEF Policy


All Official Occasion Expense Forms (OEOFs) must be signed by the authorized signer on the account being used or a designated signer.

College of Education limits:

- Individual faculty recognition events:
  - $750 for larger departments (C&I, EDP, KHE)
  - $500 for smaller departments (EDA, SPE) and centers

- Staff activity or gathering:
  - $500

Units must seek pre-approval by submitting an OEOF before the event if they plan to:

- Exceed the college limit for a faculty recognition event or staff activity or gathering
- Schedule a team-building or staff activity event
- Pay extra costs to meet a food/beverage minimum