Entertainment/OOEF Policy


All Official Occasion Expense Forms (OOFs) 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 OOF 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