Entertainment/OOEF Policy


All Official Occasion Expense Forms (OOGFs) 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 (ELP, SPE) and centers

Staff activity or gathering:
- $500

Regardless of amount, units must seek pre-approval by submitting an OOEF 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