Entertainment/OOEF Policy

Refer to the Handbook of Business Procedures 9.1.1 “Entertainment and Official Occasion Expenses”:

All Official Occasion Expense Forms (OOEFS) 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