Entertainment/OOEF Policy


All Official Occasion Expense Forms (OOEFs) must be signed by the authorized signer on the account being used or a designated signer. If you are submitting a digitally signed OOEF, the Dean's Office must be able to validate the signature within Adobe. **Do not submit copies of OOEFs that were digitally signed.**

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