Entertainment/OOEF Policy

General information

Refer to the Handbook of Business Procedures 9.1.1 “Entertainment and Official Occasion Expenses” and the Entertainment and Official Occasions Expenditure Policy Chart which includes allowable sources of funds and dollar limits for entertainment expenses.

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

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

**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