

# Arkansas State University - Jonesboro

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**Effective Date: 07/01/96**

**Number: 05-09**

**Section: Finance and Administration**

**Subject: Procurement Services: Official Functions - Expenditures**

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Arkansas State University, in addition to providing teaching, research, and service, serves the community as a social and cultural center. The Chancellor and other officials are often called upon, either in executive roles or as institutional representatives, to sponsor, support or participate in various functions. These functions, referred to as "official functions" in institutional accounting terminology and in which University officials are expected to participate, can take many different forms. Because of the position the University occupies in the community and because participation is expected and has been historically practiced, the expenditure of state-appropriated funds for such purposes is considered both necessary and appropriate.

Sodexo must be used to cater the event when the event is held on campus. The department must have prior approval when the event is held off campus from the appropriate Vice Chancellor with justification of the event.

## Official Functions Categories

Events falling within the official functions designation can generally be categorized into one of the following major areas:

1. Board of Trustees' activities
2. Activities related to recognition of students for academic achievements and honors
3. External committees and advisory groups
4. Official university guests
5. Receptions for special events
6. Activities related to interviewing of prospective university employees
7. Miscellaneous

Reimbursement for these types of activities must be submitted on an online requisition per Procurement guidelines. The appropriate Food Purchase form must be submitted as well.

## Non-allowable expenses

In no event should the expenditure of state-appropriated funds include the following:

1. Holiday cards or other similar printed greetings to institutional constituents .
2. Expenses associated with any event which primarily celebrates the anniversary, wedding, birthday, or other significant moment in the life of an individual employee.
3. Alcoholic beverages.

## **PROCEDURES**

See the Procurement Services web site for instructions for reimbursement of food purchases for on-campus and off-campus events.

Reviewed on 05/02/13.