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## ASUN Operating Procedure - 3004

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### Operating Procedure Synopsis

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**Title:** Official Functions

**Approval Date/Revision Date(s):** 1/2018

**Review Date(s):** 2/2019, 2/2020, 2/2021, 2/2022

**Executive Cabinet Liaison:** Vice Chancellor for Finance and Administration

**Responsible Manager:** Vice Chancellor for Finance and Administration

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### A. Purpose and Scope

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Fiscal oversight is necessary to ensure compliance with state procurement laws and ensure stewardship of college resources as it relates to expending funds to host official functions in support of the mission of the college. The official functions procedures are applicable to Arkansas State University-Newport employees, students, and official guests. These regulations are in agreement with the state procurement law.

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### B. Definitions

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Official Function – A college sponsored or hosted event that supports the mission of the college and includes food or refreshments offered to attendees.

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### C. Procedures

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Any event that includes the service of food in any manner is considered an “official function”. Expenditures for “official functions” are allowed as an expense only when the item or event falls into one or more of the following categories:

1. Board of Trustees’ Activities
2. Official External Committees, Advisory Groups and Guests
3. Receptions, Honors and Awards
  - Examples:
    - a. Public receptions and other expenses, related to events recognizing donors, volunteers, employees and others to whom the college is indebted.
    - b. Expenses related to recognition events for outstanding students and student groups.
    - c. Graduation receptions for all attending the ceremonies and expense for official graduation dinner including board of trustees, selected staff and students, official and special guests of the college.
    - d. Expenses for special honors ceremonies, e.g., registered nursing graduate pinning ceremonies, etc.

\* All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

#### 4. Faculty and Staff Functions

Examples (these events will be held on a limited basis and minimized where possible)

- a. Meals in conjunction with mandatory semi-annual orientation sessions for faculty and staff as scheduled by the Office of the Chancellor.
- b. Meals for special events for employees when official guests of the college are present.
- c. Bona fide training/professional development (of a minimum half-day) for small groups that involve an outside consultant or speaker.

#### 5. Student Functions

Examples:

- a. Refreshments, snacks and other meal expenses for visiting guests and other groups of prospective students visiting the campus for tours, special educational events or student activities.
- b. Refreshments and other expenses for special meetings of student organizations or general student activities.

#### 6. Miscellaneous functions in support of the University's mission not obviously fitting in one of these categories

Example:

- a. Meals and other expenses for prospective new employees from out of town and selected staff during the interview process. These interviews are typically for Cabinet level positions where candidates meet with various constituent groups.

#### 7. In no case will official functions expenditures be permitted for:

- a. Expenses for individuals related to membership to local clubs, social or community organizations.
- b. Dues for individuals to professional organizations.
- c. Christmas cards or other similar printed greetings to institutional constituents.
- d. Meals or expenses for groups or visitors to the campus not sanctioned by the college or in any way related to institutional employees.
- e. Alcoholic beverages.
- f. Expenses of any event associated with a birthday, anniversary, or other significant moment in the personal life of an individual employee.

Before the item or event is scheduled, the initiating party must initiate and complete an Official Function Form (available online), obtain the necessary departmental approval and have the approved form on file with ASU-Newport Procurement Department. Coordination with the Director of Campus Services is also necessary at this point of the planning process. **All official functions are required to utilize ASUN Food Services unless an exception is granted by the Vice Chancellor for Finance & Administration (in accordance with institutional standards).**

The Official Function form must include the following:

1. Requesting Department
2. Account Number
3. Contact Person with contact info.
4. Event Date and Location
  - a. Before location is committed the responsible party must coordinate with the facilities scheduler to ensure the room and setup is available on the date requested. **The facilities reservation should be made prior to submission of the official functions form.**
5. Purpose of event
6. Number of people involved
  - a. Faculty and Staff

- b. Officials
- c. Guests
- 7. Attendee Names (must include clear identifier of the persons involved)
  - a. recognized student groups (ex. SGA, SVO)
  - b. must include each individual name when for an interview committee
  - c. if group is too large to name, please include a clear group identifier (ex. All faculty and staff for convocation meeting)
  - d. always reference the public when in attendance
- 8. Projected cost (Description of Items or Services, Vendors Involved and Cost)
- 9. Department Head's Approval and Date
- 10. Approval by VC for Finance and Administration

Key Points of Clarification:

1. Events should be scheduled a minimum of 10 working days in advance of the event to allow for lead time in ordering food items and properly schedule facilities for preparation by staff.
2. For facilities scheduling, as much as 30 to 60 days advance notice may be needed to ensure the space is available for use.
3. To save costs and ensure continued provision of food service to students, utilization of ASUN Food Services is required.
4. For certain public events, the Office of the Vice-Chancellor for Finance and Administration may grant an exception and allow the use of a third party caterer (in accordance with institutional standards). If the exception is granted, the third party caterer must be an approved vendor of the college.

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**D. Related Information**

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[Official Functions Form](#)