



MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
2411 West 14th Street, Tempe, AZ 85281-6942

OFFICIAL FUNCTION FORM

This form allows MCCCCD employees to properly document expense decisions for activities or items that are subject to the MCCCCD Administrative Regulation on Official Functions. See www.dist.maricopa.edu/gypolicy/adminregs/fiscal/1\_16.htm. Expenses covered by this form are those for activities or items that do not appear to be, without the explanation, ordinary and necessary expenses of MCCCCD as a public educational institution. Note that the documentation requirement applies regardless of the fund from which the expense will be made. If the expense is for an institutional or individual membership, use the "Membership Payment Worksheet" located at www.dist.maricopa.edu/legal/blc.

You'll find helpful instructions on Page 2 of this form, and at the following web address: www.dist.maricopa.edu/legal/blc Higher dollar expenses require answers with greater specificity.

COMPLETE THE ITEMS LISTED BELOW

- 1. Describe the activity or item: (Provide the full name of organization or program instead of an acronym, if applicable, and include in the description how the organization or program relates to MCCCCD.)
2. Date(s), time(s), and location, if applicable:
3. Identify the type and number of attendees (such as employees, students, general public):
4. Describe the direct link of the activity or item to MCCCCD educational mission: (See Instructions, Paragraph A.)
5. Document and describe both the following: (See Instructions, Paragraph B.)
- The tangible and specific benefits of the activity or item to MCCCCD and its educational mission, with attachments if necessary;
- How the benefit received by MCCCCD through the activity or item is equal to or greater than the expense.

Table with 3 columns: Total Estimated Expense of Activity or Item, Charge Account, Req/LPO

REQUISITIONER:
Signature:
Printed Name:
Title:
Date:

APPROVED BY:
Signature:
Printed Name:
Title:
Date:

Note: The official function object code should be used for this expense. Requisitioner must be a full-time MCCCCD employee and must be someone other than the person approving this form. Only the Chancellor, President, Vice Chancellor or, if specifically delegated from one of them, appropriate vice president or administrative director may sign in the "Approved by" space. All approvals must be made before the expense is incurred, including approval of the requisition by the appropriate Fiscal Office.

## INSTRUCTIONS FOR COMPLETING THE OFFICIAL FUNCTION FORM

MCCCD is required to spend its resources only for things that tangibly and directly benefit its educational mission and objectives. Some expenses by their nature aren't appropriate. Others require an explanation to meet that requirement.

Examples of expenses that are *not* official functions are charges for alcoholic beverages, memberships in non-school related civic organizations, and gifts and decorations for parties for births, deaths or weddings. Examples of expenses that *may* be official functions are employee retreats and conference banquet or hotel contracts.

Here are the procedures and guidelines for filling out the Official Functions Form. They apply regardless of the source of funds being used for the expense.

- A.** The description in Item 4 must be specific. Vague or overly subjective descriptions won't satisfy the documentation requirement.

Examples of descriptions that are *insufficient* are:

- Scheduling this particular employee-only event at "X" location will significantly increase attendance.
- Participation as a sponsor in the specified event will provide the college with visibility in the community.

Examples of descriptions that may be adequate are:

- The day-long employee training to be provided at the specific event will directly address the development of some of the core skills that are identified in the employee manual as essential to the performance of the MCCCD employees who attend.
- The persons attending the event for which MCCCD intends to be a sponsor are those that MCCCD has targeted for outreach as potential students, specifically high school seniors. Attendance is expected to be 25. MCCCD's participation will provide advertising and marketing opportunities within that population. The expense is within the range for other MCCCD marketing or advertising efforts.

- B.** Likewise, the description provided in Item 5 must be precise and identify specific activities or objectives of MCCCD. Vague descriptors are insufficient as are statements showing a benefit to the public generally. The benefit also needs to equate to or exceed the expense that MCCCD is incurring. So, while the benefit doesn't have to be described in dollars, it must be identified specifically in terms that "paint" a clear picture that the values exchanged are about the same. Higher-dollar expenses require answers with greater specificity.

Examples of descriptions that are insufficient are:

- Participation in the event will provide prestige to MCCCD.
- The particular event will boost employee morale.

Examples of descriptions that may, depending on the expense, be sufficient are:

- The agenda for the MAT employee retreat consists of sessions on essential management skills. The cost per employee trained at the retreat is \$40, which is significantly less than market training fees for the same management training.
- MCCCD's sponsorship of the event will provide advertising and marketing opportunities among targeted high school seniors. The expense of \$X is within the range for other MCCCD marketing or advertising efforts.

- C.** If the expense is under a grant or similar restricted fund, the person initiating it must make sure that it is allowable.

- D.** A separate form must be completed for each activity, even if the expenses are recurring in nature, or are encumbered under the umbrella of a blanket purchase order.