

Title :	Guidelines for Official Functions	
Number :		2350.01
Approved :		01/14/21
Reference :	Arizona Constitution Art. IX § 7; GCCCD 2350.00, 2400.01	

Purpose/Scope

This regulation covers expenses by the Graham County Community College District (GCCCD) for official functions. Its purpose is to provide fiscal and legal guidelines and standards for making certain expense decisions, and to ensure documentation of such decision-making. It applies to official function expenses regardless of the fund from which they are made.

Official Functions

Definitions:

An “**official function**” is an activity or item that:

1. Provides a tangible benefit and links directly to the College’s Mission, Vision, Values, or Strategic Plan;
2. Is reasonable and commensurate in value to the tangible benefit that the GCCCD will receive (cost equals value received);
3. Is arranged, organized, and hosted by the College, who pays vendor(s) directly or indirectly for meals and/or beverages and/or the facilities in which the event is held;
4. Serves a public purpose;
5. Does not violate the “gift clause” (Article IX, Section 7 of the Arizona Constitution¹); and
6. Is not an ordinary and necessary function of the GCCCD as a public educational institution.

A. Official Functions are recognized as occasions when providing meals and/or refreshments is appropriate, and in the best interest of the College. The following are examples of permissible events:

- **A professional development activity** in which an entire employee group or major segment of the group is involved, such as faculty and staff orientation/in-service.
- **An activity at which the College acts as host** to invited guests from outside the College. This is limited to situations in which there is specific benefit to the College, such as an advisory committee meeting.
- **Campus Life activities** such as entertainment-oriented programs, refreshments at student activity programs, residence hall programs, student clubs or organizations, and College-sponsored cultural events.
- **Campus-wide recruitment/student activities** such as Skills Day, Engineering Day, Band Day, Preview Days, etc.
- **Events or receptions** recognizing and/or appreciating volunteer, student, or, employee accomplishments and achievements completed in support of, or on behalf of the College (e.g., award or recognition ceremonies).

B. All such events, as a priority, are to be held at a College campus location, served by the College’s Campus Dining Services (if the event is held in Graham County), and given consideration to practicality and propriety. Off-campus events should be held to a minimum and require advance approval by the President. Meeting rooms and facilities for functions held off-campus, must be determined to be an integral part of an official function expense.

C. Food (meals, snacks or candy), beverages (including water and/or water delivery services), paper goods, kitchen or breakroom supplies, party supplies, and office decorations not related to an Official Function may not be purchased with

¹ Article IX, Section 7 of the Arizona Constitution, the “gift clause,” prohibits the giving of gifts, loans, etc. to individuals. In addition, the notes to this article state that “Public funds are to be expended only for public purposes and cannot be used to foster or promote purely private or personal interests of any individual.”



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district funds unless there is a demonstrated benefit and links directly to the College’s Mission, Vision, Values, or Strategic Plan and/or policy intent and has been approved in advance (as described below). In other words, these items are not necessarily considered vital in meeting the educational or operational needs of the District.

D. Recognizing that no set of guidelines can respond to all circumstances, the President or his/her designee may approve or deny any requests not contemplated by these guidelines.

Expenses for Official Functions

College funds (regardless of source) shall only be used to pay for expenses that conform to the list below and shall be limited to College functions and related activities that clearly support the College’s Mission, Vision, Values, or Strategic Plan.

Qualified reimbursements for meals and refreshments for Official Functions expenses are **authorized in advance** by the College President or personnel designated by the College President. All purchases shall also comply with applicable College policies and procedures.

The following funds may be used for official function expenditures provided funds have been appropriated and budgets have been established and approved for the purpose:

1. Current Unrestricted Fund
2. Current Auxiliary Fund
3. Current Restricted Fund (function must be within the specific grant guidelines)
4. Agency Fund (provided there are no restrictions prohibiting the use of the funds for this function)

A. Approved **Official Function** expenses that may be expended or reimbursed include:

- Food
- Refreshments
- Awards/Recognitions
- Room rentals
- Decorations and related supplies
- Other expenses or comestibles as approved by the President or the President’s designee

B. Notwithstanding a valid public purpose, the following items cannot be purchased with public funds:

1. Alcoholic beverages
2. Gifts

Official Function Expenses Approval Process

Approval of an Official Function expense must be based on a determination that the expense, event, or activity meets the definition of an “Official Function” specified in this regulation. Approval can only be made by the College President or personnel designated by the College President following the guidelines below:

1. An Expenditure Authorization Form (available in the District Office/Knowledgebase in BEACON) must be completed and submitted to the District Office for approval.
2. Requester is notified by the District Office of the approval or denial of the expense request.
3. Requester submits a PReq request in BEACON for an Official Function expense and attaches an approved/signed Official Function Form.
4. PReq is processed with available budget/funds and disbursed to vendor.



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5. If using a college credit card, the requestor must receive a signed and approved Official Function Expense Form prior to using the credit card and attach a copy of the approved form to the credit card reconciliation.

