



## PPSC Official/Training Function SOP

Official and Training Functions shall be held to achieve program objectives and shall be limited to REASONABLE and ACTUAL costs. The attendance of state employees at official functions shall be kept to a minimum and shall include only those individuals directly related to the purpose of the function. Expenditures shall be kept to a minimum as they have the potential of being perceived to be for personal benefit and an abuse of public funds.

### **Definitions:**

Official Function – A meeting, conference, meal, or other function hosted by the Chief Executive Office or representative, attended by guests and/or state employees, and held for official state business purposes.

Training Function – A meeting, conference or other function hosted by a state agency, attended by customers of the state/state employees. Held to enhance staff knowledge or to educate customers of the state/state employees, which are affected by the state agency operations or regulations. Training functions should have a written agenda or study materials and be led by an identified presenter.

### **Procedures**

1. Training
  - a. All employees must attend training provided by PPSC Financial Services prior to submitting an Official/Training Function Authorization or Expense Voucher.
    - Authorizations and/or expense vouchers will not be approved by PPSC Financial Services for employees that have not attended training.
2. Authorization Process
  - a. All functions **must be received by Financial Services, with the required approval, at least two weeks before the event.**
  - b. No purchases can be made for an Official/Training Function prior to having an approved authorization in place.
  - c. Authorization forms must be submitted through the PPSC portal for approval routing.
  - d. The following items must be attached:
    - An agenda
    - A provisional list of attendees who have RSVP'd for the event/meeting.
    - Signed checklist stating all required information has been provided.
3. Approvals
  - a. The authorization must be approved by the requestor's supervisor and division Vice President.
  - b. The expense voucher must be approved by the requestor's supervisor. Division Vice President is not required at this point as approval was previously given on the authorization from.

- c. PPSC President will sign any authorization requests over \$5000.
4. Food and Beverages
- a. **Food cost must not exceed the El Paso County per diem rate**, per person, for the applicable mealtime per Office of the State Controller Meal and Incidental Per Diem Rates (<https://osc.colorado.gov/financial-operations/fiscal-rules-procedures/travel-fiscal-rule>)
  - b. **Functions are limited to meetings with a minimum duration of at least 4 hours or the following exceptions:**
    - Employee Recognition Functions
    - Executive Leadership Sponsored Functions
    - Advisory Board Meetings
    - Student Functions
  - c. Coca-Cola Company has a contract with CCCS. If a function requires beverages that are not included in the cost of the meal, contact the PPSC Manager of Auxiliary Services to order.
    - Bottled water can be ordered, though water provided in a carafe is recommended.
    - Coffee and tea are not provided by Coca-Cola; they can be purchased through a separate vendor.
  - d. Alcoholic beverages are prohibited.
  - e. Tips are allowed within reason and should not exceed 20%.
  - f. If food or supplies are picked up for an Official/Training Function, and an employee is charged taxes, the employee is responsible for the tax charges and will not be reimbursed for them.
5. Other Expenses
- a. Paper products need to be purchased through our purchasing department using approved vendors.
  - b. Decorations are prohibited.
  - c. PPSC Logo items (water bottles, drawstring bags, etc. to name a few) may be included as part of an Official/Training Function, however, they must be purchased following Procurement rules.
  - d. Fliers and other printing needs for an Official/Training Function must be purchased through the PPSC Printing and Publication Office.
  - e. Gift cards are prohibited.
6. Expense Voucher Process
- a. Expense voucher **must be submitted within two weeks** of event completion.
  - b. Vouchers shall include all items purchased to hold the Official/Training Function, including food, awards, and any other allowable event costs (i.e., facilities/rental, speaker fees, etc.)
  - c. Attach the following items:
    - Additional vendor payments (if needed)
    - Final agenda
    - List of actual attendees
    - A copy of all receipts used for purchasing items for the function.
    - If only an invoice is available and payment to the vendor is pending, mark “Direct Pay” on the expense voucher.

- Signed checklist stating all required information has been provided.
- d. If the expenses exceed the original request by more than 10%, a supplemental function authorization is required.
  - For example, if \$100 is authorized but the total expenses are \$300, a supplemental request for \$200 is required.
  - Follow the authorization steps but reference the original approved Official/Training Function number in the supplemental request.
- e. If the Official/Training Function is canceled after approval, email Financial Services that the event will not occur.

#### 7. Violations

- a. Authorization is not submitted a minimum of 2 weeks prior to the event.
- b. Purchases are made before an event is authorized.
- c. Final food cost, per person, exceeds the El Paso County per diem rate.
- d. Meeting does not meet the criteria stated in 4b.
- e. Drinks are not Coca Cola products and/or not coordinated through the PPSC Manager of Auxiliary Services.
- f. Alcoholic beverages are purchased.
- g. Paper products are not purchased through Purchasing and approved vendors.
- h. Decorations are purchased.
- i. Gift cards are purchased.
- j. Printing items are not coordinated through PPSC Printing and Publication Office.
- k. Expense voucher not submitted within two weeks of event completion.

#### 8. Non-compliance

- a. Any violations of the above guidelines will result in re-training of the requestor, as well as an email notification regarding non-compliance.
  - 1<sup>st</sup> Strike- email notification to requestor and their immediate supervisor.
  - 2<sup>nd</sup> Strike- email notification to requestor, their immediate supervisor, and area Dean/Director.
  - 3<sup>rd</sup> Strike- email notification to requestor, their immediate supervisor, area Dean/Director, and division Vice President.
- b. After the 3<sup>rd</sup> strike, Official/Training Function request privileges may be revoked.
- c. Strikes will remain in place for one year, even if a requestor transfers to a different department.