July 3, 2013

**OP 72.16 Official Functions, Business Meetings, and Entertainment Reminders:**

The use of institutional funds to purchase coffee and soft drinks for employee use is prohibited (OP 72.16 page 4).

Water or water services may be purchased for use by employees. The Department is responsible for ensuring that the best possible price is obtained (OP 72.16 page 4).

Meals provided for employees at business meetings will be allowed when a clear business purpose can be identified.

A complete list of all attendees, including title and department and/or company/institution, is required. Social meetings for lunch or dinner are not allowed.

A clear business purpose of the meeting MUST be provided (OP 72.16 page 3).

Purchasing Card purchases for Food and Entertainment (F&E) must be documented using the “Food and Entertainment Substantiation Form”. These forms contain the necessary information to validate this business expense and must be kept with the Purchasing Card records (OP 72.16 page 4).

**Please ensure you are using this version revised Dec. 2011.**

[http://www.fiscal.ttuhsc.edu/busserv/pcard/forms.aspx](http://www.fiscal.ttuhsc.edu/busserv/pcard/forms.aspx)

Expenses for official functions, business meetings and entertainment that aggregate to $500 or more must be approved in writing by the President, Dean, Regional Dean, or Vice President in advance of incurring the expense. The Pre-Approval Form (Attachment A) must be completed, signed, and attached be filed with all the department’s purchasing card transactions (OP 72.16 page 1).