



RED ROCKS COMMUNITY COLLEGE
OFFICIAL FUNCTION APPROVAL FORM

This form is used to request pre-approval for all events with planned allowable food purchases - whether catered internally by the Cafeteria (Food Service) or by an external vendor. Additional resources are available on the purchasing webpage.

GENERAL GUIDANCE:

- Allow at least two weeks to plan your event; includes obtaining signatures and making catering arrangements.
PRIOR to purchase of food, this form must be signed by a Vice President or President.
Before working with outside vendors, the Cafeteria is granted first right of refusal.
Food and or beverages may not be purchased for regular staff meetings or staff departures other than retirees.
Alcohol cannot be purchased or reimbursed.
ALL costs associated with the official function must be included in the estimated cost below and should be based on quotes received, menu selection from vendor websites and number of attendees.
A sign-in sheet/list of attendees needs to be collected. Exception: All college staff meetings or general public event.
Form, agenda/training materials, announcement, sign-in sheet, itemized invoice/receipt MUST be submitted with the Red Rocks Community College Food Service invoice or reconciled PCard packet after the event.

EVENT/MEETING DETAILS:

Department: Requested By: Ext:

Vendor(s): ORG Code(s):
(Include all vendors)

Date of Event: Start Time: End Time:

Detailed description of event.

Empty box for detailed description of event.

SELECT ONE OF THE FOLLOWING OPTIONS:

(Mark all that apply)

All-campus meeting Outside guests (i.e. Advisory Council, Board Meeting, Public Event, Open House)

Committee interview days College sponsored recognition (i.e. Retirees, Endowed Teaching Award)

RRCC employee department meeting/training (MUST be at least 4 hours' long).

Other, please specify:

ESTIMATED EVENT COST BREAKDOWN:

Table with 4 columns: Catered cost per person, Number of attendees, Total catered cost, Other costs (i.e. tip/delivery fees), Room cost, Total other cost, TOTAL EVENT COST \$

APPROVALS:

With my signature below, I certify there are sufficient funds in the org budget and this expense is for official college business only.

Org Owner Signature: Date:

VP/\*President Signature: Date:

\*Over \$5,000.00 requires President signature.