



**CSU  
PUEBLO**

# Authorized Business Function (ABF) Form

**Submitted by:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Who will be attending?**

List names (if more than ten, list the number and categories; for example "15 students and 20 faculty members")

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**When:** Please note the date(s) of the event: \_\_\_\_\_

**Where:** Please note where the event will be held: \_\_\_\_\_

**What is the expense:**

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Breakfast       | <input type="checkbox"/> Lunch         | <input type="checkbox"/> Dinner         | <input type="checkbox"/> Event Registration |
| <input type="checkbox"/> Coffee Services | <input type="checkbox"/> Entertainment | <input type="checkbox"/> Hors d'oeuvres | <input type="checkbox"/> Facility Rental    |
| <input type="checkbox"/> Snack           | <input type="checkbox"/> Other _____   |   |   |

**Why is the event being held:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Working Meeting           | <input type="checkbox"/> Training/Professional Development | <input type="checkbox"/> Recognition Events |
| <input type="checkbox"/> Student/Guest Hospitality | <input type="checkbox"/> Employee Recruiting               | <input type="checkbox"/> Student Recruiting |
| <input type="checkbox"/> Educational Outreach      | <input type="checkbox"/> Team Building                     |   |

**Are alcoholic beverages being served?** ☐ Yes ☐ No

If yes, you must follow guidelines on page 2 for serving alcoholic beverages at a university event.

**How does this expense benefit the University:**

---

---

---

---

---

---

---

**Account Number to be Charged:** \_\_\_\_\_ **Estimated Cost:** \_\_\_\_\_

\_\_\_\_\_  
**Fiscal Office Name (Print)**

\_\_\_\_\_  
**Fiscal Officer Signature**

\_\_\_\_\_  
**Date**

Fiscal Officer acknowledges that by signing above, the account listed has funds to support the function and that area Dean/Director/Vice President is aware of any costs exceeding \$1,000.

## Guidelines for Serving Acloholic Beverages at University Events

1. All ABF forms requesting alcohol may only be expensed to approved gift accounts.
2. All ABF forms requesting alcohol to be served at an event must be approved by the President or the President's Delegate 30 calendar days prior to the event in accordance with the CSU Pueblo Alcohol and Other Drugs Policy.
3. All ABF forms requesting alcohol must coordinate purchase of alcohol via campus dining to ensure individuals who are TIPS trained and certified to serve are present.
4. All ABF forms requesting alcohol must contact the Director of Campus Safety to determine if security will be required for the event. This will be an additional expense if deemed necessary and is required for all events where alcohol will be served.

How will the alcohol be paid for?    ☐ Donated    ☐ Cash Bar    University Account: \_\_\_\_\_

Are CSU Pueblo Students Attending?    ☐ Yes    ☐ No

President or Delegate Approval, 30 days prior to the event

☐ Approved    ☐ Not Approved

President or Delegate Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Authorized Business Functions (ABFs)

- 1) **All ABF forms must be for 1) official business purposes only, and 2) reasonable and necessary.**

*NOTE: Fiscal Rule: 2.1.1. All expenditures by Institutions and the System Office shall be made for official business purposes only and shall be reasonable and necessary under the circumstances. Expenditures shall at all times be limited to the amount of funds that have been appropriated, budgeted, or allocated for such purposes. This Rule governs the allowability of expenses in connection with Authorized Business Functions. With respect to all such expenditures, it is critical to recognize their sensitivity and susceptibility to actual or perceived abuse or misuse of public resources. Evaluation of all such activities and their costs at an appropriate management level must occur to ensure they are reasonable, normal and necessary, to verify the existence of a net primary benefit to the University, and to promote compliance with this Rule and all other applicable rules and regulations (whether University, federal, state, sponsor, city, or other authority).*

- 2) **All ABF forms require the Fiscal Officer to verify that funds are available for the event.**

- 3) **All ABF forms require a list of everyone known to attend the event. In addition, if not all attendees are known, such as a community event, the promotional flyer and/or marketing plan must be attached to the ABF form.**

- 4) **All ABF forms require an accurate explanation of how the event benefits the University.**

*NOTE: The following explanation below is not an acceptable explanation on how the expense benefits the University.*

*“Extended contact to include mealtimes. Creates an atmosphere necessary to attain goal. Encouraged event participation to attain goal. Enhance social interactions to build community.”*

*It does not answer 1) why the event creates an atmosphere to attain goal, 2) does not describe the goal, and 3) does not explain how it enhances social interaction to build community.*

- 5) **If the Fiscal Officer will attend/participate in the function for which funds are being requested the next level supervisor must sign the ABF form.**

- 6) **All ABF forms must be fully executed with all required signatures prior to the event.**

*NOTE: Please keep in mind that all ABF forms must be completed and signed by required individuals before an event can take place. President and VP's all have established their own internal processes for ABF's. Make sure to consult with the Executive Assistants for those requirements.*