

Event Compliance Certification Form

I certify that this purchase of _____
(food)

on the date of _____ utilizing public funds was an integral and necessary part of the meeting for

(agency, board, commission, committee)

The purpose of the meeting is _____
(purpose)

and the meeting exceeded four hours in length. This food expenditure is: 1) for a necessary public purpose; and 2) necessary for the effective conduct of the meeting.

All food costs have been pre-approved by this entity and have been kept to a reasonable and appropriate level.

All requirements of the OBM Guidelines for Hosting or Sponsoring Meeting and Other Events and/or the OBM Travel Rule have been met, including adherence to federal CONUS rates and submission of all required documentation to State Accounting at the conclusion of the meeting, including: the meeting/conference agenda, registration form, attendee list, itemized invoice, and revenue deposit sheets.

All DAS purchasing guidelines and Directives have been followed.

Employees have been directed to refrain from submitting Travel Expense Reports for this purchase to avoid double payments.

I have verified that this expenditure Does not exceed the Does Exceed the

(insert entity name here)
set dollar amount per Fiscal Year food purchase ceiling which is permitted by the OBM Guidelines for Hosting or Sponsoring Meetings and Other Events.

Vendor _____

Voucher # _____ Amount \$ _____

Director (or Designee) Signature

Date