



## Office of Budget and Management

### EVENT COMPLIANCE CERTIFICATION FORM

Event Title (the "Event"): \_\_\_\_\_

Date of Event: \_\_\_\_\_

The food expenses described herein for the Event are reasonable and permissible, as defined in the Hosting Events and Food Purchasing Policy, located in the FIN Source - SAFE Manual, incorporated into this Certification by reference.

All applicable State and federal laws and policies have been followed, including all DAS purchasing requirements.

This form will be attached to the voucher in the accounting system upon payment.

I understand that failure to comply with the Hosting Events and Food Purchasing Policy may require reimbursement to the State. I hereby certify that everything contained in this Certification is true and accurate and take full responsibility for the transactions related to the Event.

By: \_\_\_\_\_  
(Signature)

Title: \_\_\_\_\_  
(Director or Assistant Director)

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