



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 event is _____
(purpose)

and lasts longer than four hours and extends into a traditional meal period, or the absence of meals would cause logistical and/or operational challenges to the effective attainment of the meeting objectives or would result in additional cost to the State.

This food expenditure: 1) serves a public purpose, 2) is necessary and, 3) is of reasonable cost.

All requirements of the OBM SAFE-Meetings and Other Events policy and/or the OBM Travel Rule have been met, including adherence to federal CONUS rates and submission of all required documentation to State Accounting (via attachment to voucher or payment card log) at the conclusion of the meeting including: the meeting/ conference agenda, registration form, attendee list, itemized invoice, and revenue deposit sheets (if applicable). I understand that failure to follow the policy may require reimbursement to the state if identified during OBM's monitoring of the policy.

All DAS purchasing guidelines and Directives have been followed.

Employees have been directed to refrain from submitting Travel Expense Reports for this purchase and contractors to not include in billings to avoid double payments.

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

(insert entity name here)

Vendor _____

Voucher # _____ Amount \$ _____

Director or Asst. Director Signature

Date