



NORTHLAND COMMUNITY & TECHNICAL COLLEGE

Northland Community & Technical College Standard Operating Procedure

SOP Title: Approval of On or Off Campus Events
Division/Dept. Business Office and Student Affairs
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Purpose and Scope: State the intent, objectives and extent of coverage of the SOP.

The purpose of the On or Off Campus Event procedure is to ensure that employees get the necessary approvals to host on or off campus activities. The scope of this procedure reaches to those who seek approval for on or off campus events.

Procedural Steps & Responsibilities: Document specific, procedural, step-by-step instructions. List titles and departments responsible for specific aspects of the SOP.

Seek on or off campus venue to host event.

Off Campus

1. Prior to signing any facility agreement, the employee must have the CFO review the agreement to see if employee may sign the agreement. This review must be done on an annual basis as there may have been changes to the agreement that may prevent a college representative from signing a new agreement.
2. If it is determined that the college employee may sign the agreement, the employee to sign the agreement should be the dean or employee who has approval authority of the cost center covering the expense of the event.
3. If it is determined that we may not sign the agreement, the CFO or other designated administrator will forward to legal counsel for review.
4. If it is determined that we must use a state contract, the dean or employee who has approval authority of the cost center should sign the contract.
5. If the event is out of state, the Out of State Travel form should also accompany the facility agreement or contract so we may secure the president's signature for approval.
6. If food is to be served at the event, other vendors may be secured other than the exclusive food vendor. A special expense form must be completed prior to ordering the food indicating the vendor (make sure the vendor is in the State purchasing system), the cost center, and the amount expected to spend.

On Campus

7. Secure a location on campus for the event. Complete a Group Link ticket or the necessary paperwork to communicate facility needs for the event.
8. If food is to be served at the event, the exclusive food vendor has the first right of refusal to provide food for events. If a vendor is found where there is a 10% or greater savings, the employee may go through another vendor with that documented savings. The employee will need the quote from the exclusive food vendor and then the documentation of the price that is 10% or greater savings.

Note: If alcohol is to be served for an on or off campus event, the system 5.18 policy and procedure or college policy and procedure 1070 and 1070P must be followed.

Associated Documents:

Notification List:

Revision History:

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