



Fiscal Facts

-to-date

and informed on the various fiscal processes.

Instructions for completing the Official Function Form:

EM-7 Official Function Form

Instructions for Completing the Official Function Form

MCCCD is required to spend its resources only for things that tangibly and directly benefit its educational mission. The Official Function Form (OFF) is a tool used to document the educational purpose of a purchase or service. It is required for all purchases of \$500 or more, regardless of whether the purchase is made with a credit card, check, or cash.

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Examples of descriptions that may be adequate are:

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- 1. Computer software for the accounting department.
- 2. Office supplies for the administrative services department.
- 3. Travel expenses for the faculty development program.
- 4. Books for the library.
- 5. Maintenance services for the building.
- 6. Insurance for the fleet.
- 7. Utilities for the campus.
- 8. Security services for the campus.
- 9. Janitorial services for the campus.
- 10. Landscaping services for the campus.

For additional