

UT - Martin Procedure: FI0715-M - Entertainment	
Version: 2	Effective Date: 02/19/2025

## 1. PURPOSE

This procedure states UT Martin’s thresholds for prior approval under the System Fiscal Policy FI0715—Entertainment.

## 2. PROCEDURE

UT Martin observes the following thresholds.

- A. Department heads may approve Group-Arranged Events or Entertainment expenses when the functions meet the following conditions.
  - i. The per-person cost is \$99.99 or less.
  - ii. The per-function cost is \$2499.99 or less.
- B. For events that exceed the per-person or per-function limits, departments must obtain the prior approval of the Chief Business Officer or designee.
- C. Departments must always comply with FI0405—Procurement and FI0420—Contracts, even for events under \$10,000.
- D. The approval thresholds are based on the total anticipated cost of the event and not the cost of each expenditure if the event will incur multiple expenditures.

## 3. RESPONSIBLE OFFICIAL AND ADDITIONAL CONTACTS

<b>Subject Matter</b>	<b>Office Name</b>	<b>Telephone Number</b>	<b>Email Address</b>
Policy Clarification and Interpretation	Sp. Asst. VC Finance and Administration	(731) 881-1428	lfoltz@utm.edu