University of Tennessee at Chattanooga Procedure: FI0715-UTC Entertainment & Group-Arranged Events	
Version:0001	Effective Date: 11/01/2026

Objective

This procedure states the University of Tennessee at Chattanooga's thresholds for prior approval under the System Fiscal Policy FI0715—Entertainment and Group-Arranged Events.

Scope

This procedure applies to all University of Tennessee at Chattanooga employees.

Procedure

Entertainment Events are hospitality events that UTC hosts for individuals and groups who are not University employees. Such transactions include, without limitation events related to: donors; interviewee/job candidates; speakers/performers; volunteers; the purpose of providing awards; and recruiting students.

Group-Arranged Events are hospitality events that UTC hosts primarily for University employees or students, or both.

I. Per-event threshold:
   A. Unit Heads may approve expenses for Entertainment Events or Group-Arranged Events up to $2,499.99 per function/event.
   B. If an Entertainment Event or Group-Arranged Events will cost $2,500 or more, the department must obtain approval from the Chief Business Officer before commitments are made or expenditures are incurred.
   C. Departments must comply with FI0405—Procurement and FI0420—Contracts at all times, regardless of the event amount.

II. Per-person threshold:
   A. Regardless of the per-event cost, Unit Heads may approve for Entertainment Events or Group-Arranged Events that will cost up to $99.99 per person.
   B. If an Entertainment Event or Group-Arranged Event will cost $100 or more per person, the department must obtain approval from the Chief Business Officer before commitments are made or expenditures are incurred.

III. Nature of thresholds:
   A. The thresholds are based on the total anticipated cost of the event and not the cost of each individual expenditure related to the event.

IV. Alcoholic Beverages:

A. The UTC Alcohol Policy must be followed for all events in which alcohol will be served.

B. An approved Request for Use of Alcohol Form must be on file at least ten (10) days prior to any UTC-sponsored event at which alcoholic beverages will be served.

C. Alcoholic beverages must be donated or purchased with funds from an appropriate restricted discretionary account, subject to the requirements of UT Policy FI0715.

V. Unallowable Transactions on University funds, including restricted gift funds:

A. Charging partial cost of the same events to multiple accounts, funding sources, or transactions to avoid the approval threshold of $2,500 per event or $100 per person.

Penalties/Disciplinary Action for Non-Compliance

Violations of this procedure might result in adverse human resources consequences.

Responsible Official & Additional Contacts

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	Office of the Chief Business Officer	423-425-4393	utc.edu/finance-and-administration/staff