**When to Use a Blanket OOEF**

**If the answer to all the questions below is yes, this could be considered a Blanket OOEF:**

1. Is the event part of a recurring series over a period of time such as a semester or fiscal year?
2. Is the title and purpose of the event the same for each occurrence?
3. Is the “host” and core audience/group of the events the same for each occurrence?

**Tips to Complete a Blanket OOEF:**

Food & Misc: Please provide the estimated total cost that will be included in this OOEF. Please use the notes to detail out what would be purchased under the blanket OOEF such as coffee, water, tea, etc.

Delivery/Fees: This should include costs such as service fees and delivery fees that would/could be included when purchasing the items listed in the OOEF.

Payee Information: If you are purchasing the items included on this OOEF from separate vendors, please use the “Payment to Vendor” option and use the phrase “Various Vendors”. You will need to provide a list of vendors in the “Notes” section. This section will need to be updated after every purchase.

Meeting Date/Location: For each purchase made under this OOEF, you will need to update the date the materials were purchased and the location, if necessary.

Group Attending: Please be as accurate as possible when listing the group(s) that will be utilizing the items being purchased.

Receipt: Please select “Itemized receipt will be submitted separately” in this section. You will need to attach an estimated budget spreadsheet for the total estimated cost, which can be found [here](https://utexas.box.com/s/zejw87j3xtihw7e0sz0r1htpaoriy7cn).

Notes: Aside from the information listed above that should go in this section, you are welcome to include any other information you think would be beneficial for those reviewing this blanket OOEF.