

## Alcohol Authorization Exception Form – Business Meal

Alcoholic Beverages - This form should be prepared and submitted to the approving authorizer **before** University funds are expensed for the purchase of alcoholic beverages.

Business related events involving alcoholic beverages may be paid by Purchase Order, Purchasing Card, or Direct Billing. *Alcoholic beverages purchased without proper authorization via this form may become the personal responsibility of the employee making the purchase.*

### Section I – Request Information

1. Employee Name and Title: \_\_\_\_\_
2. Date of Event / Function: \_\_\_\_\_
3. Purpose of Event / Function (must be related to University business): \_\_\_\_\_  
\_\_\_\_\_
4. Location (if known): \_\_\_\_\_
5. Requesting Permission to purchase alcohol for:  
Employees: \_\_\_\_\_ Donors: \_\_\_\_\_ Vendors: \_\_\_\_\_ Others: \_\_\_\_\_  
Description of "Others": \_\_\_\_\_
6. Source of Funding (index & account code): \_\_\_\_\_

### Section II – Alcoholic Beverages Restrictions

1. No one who is under twenty-one (21) years of age shall be served or permitted to consume any alcoholic beverage.
2. Requests should be forwarded for approval to the Associate Vice President, Dean, or Vice President of the applicant's division for approval.

### Section III – Approvals

Name of Applicant & Title (please print or type)	Signature of Applicant	Date of Request
Name of Account Manager & Title (please print or type)	Signature of authorizing Account Manager	Date Approved
Name of Vice President (please print or type)	Signature of authorizing Vice President	Date Approved