Ferris State University – Financial Services, Prakken 252

Alcohol Authorization Exception Form – Business Meal(s)

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

Section I – Request Information

1. Employee Name and Title: _____
2. Date: _____ or Date Range: from _____ to _____ or Annual: FY _____
3. General Statement of Business Purpose for Event(s)/Meal(s): _____

   ****Specific business purpose of each individual purchase must be retained with expense back-up.**
4. Location(s) (If Known): _____
5. Requesting Permission to purchase Alcohol for:

   Employees: _____ Donors: _____ Vendors: _____ Others: _____

   Description of "others": _____
6. (If required by VP) Source of Funding & Estimated Cost: _____

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 – Approval for Purchase of Alcoholic Beverages

Name of Applicant & Title **(please print or type)**	Signature of Applicant	Date of Request/Application
Name of Account Manager & Title **(Please print or type – Includes Associate VP, Dean, Associate Dean, Director, etc)**	Signature of Account Manager **(Approved by)**	Date Approved
Name of Associate VP or Vice President **(Please print or type)**	Signature of AVP or VP**(Approved by)**	Date Approved

Section IV – Form Retention & Payment

1. Expenses for University events involving alcoholic beverages may be paid by:
   a. **Purchase Order –** A signed copy of this form should be forwarded to the Accounts Payable Office with the detailed invoice.
   b. **Purchasing Card –** The original signed copy of this form must be maintained with purchasing card records in accordance with recordkeeping policy and procedures.
   c. **Direct Billing –** A signed copy of this form should be forwarded to University Catering or Katke Golf to support purchase of alcoholic beverages.
   d. **Direct Pay –** The original copy of this form must be maintained with the Direct Pay back-up records in accordance with recordkeeping policy and procedures.

NOTE: Alcoholic beverages purchased without proper authorization via this form may become the personal responsibility of the employee making the purchase.