Ferris State University – Financial Services, Prakken 252

Alcohol Authorization Exception Form - Event

Alcoholic Beverages - This form should be prepared and submitted to the approving authorities prior to commitment or expenditure of University funds. The completed form must be submitted thirty (30) days prior to the start of the event to allow for any licensing or other authorizations that may be needed.
NOTE: Alcoholic beverages purchased without proper authorization via this form may become the personal responsibility of the employee making the purchase.

Section I – Information on University - Sponsored Function / Event

1. Name of University-Sponsoring College, Department, or Unit: _____
2. Date of Event / Function: _____
3. Purpose of Event / Function (must be related to University business): _____
4. Location --please be specific (e.g., Holiday Inn, Granger Atrium, Comstock House, etc.): _____
5. Number of Attendees by University Affiliation:

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

   Description of "others":_____
6. Type of Alcoholic Beverage to be Served: _____ Beer and Wine Only _____ Beer, Wine, and Spirits
7. Source of Funding (index & account code): _____ Est. Cost: $_____

Section II – Application Stipulation and Agreement (*Select and initial ONLY one option below as appropriate for your event*)

I stipulate that I have read and will conform to the Business & Special Expense Policy – Section III: Alcoholic Beverages. It is understood that the University-sponsoring organization or department will be responsible for the activity in its entirety such as crowd control, protection of physical properties, and adherence to the established time limitation of the activity and other University policies and procedures.

HOSTED EVENT: I further agree that if alcoholic beverages are served, **no charge** (direct or indirect) will be made for their use or consumption or for admission to the activity.

Initials (applicant's)_____if you agree with the above stipulations.

NON-HOSTED EVENT: If the intended event is to be held on the Ferris State University's Campus I request that application for a special One-Day Liquor License be submitted to the MLCC. I understand that I (my department) will be responsible for paying required fees. Any off-campus event will be held at a licensed facility.

Initials (applicant's)_____if you agree with the above stipulations.

Section III – Alcoholic Beverage Restrictions

1. No one shall be served or permitted to consume any alcoholic beverages who is under twenty-one (21) years of age.
2. Completed requests should be forwarded for approval to the Vice President of the applicant's division.
3. Unless held at a facility licensed to sell, alcoholic beverages may not be sold, paid for by donation, or included in the price of a meal and/or appetizers without a special One-Day Liquor License. To request a special One-Day Liquor License, submit the completed & approved Alcohol Authorization form to:
   FSU Catering (on-campus event) or Financial Services Office at PRK-252.(off-campus event)

Section IV – Approval for Serving of Alcoholic Beverages

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 Mgr.	Date Approved
Name of Vice President **(please print or type)**	Signature of authorizing Vice President	Date Approved
David Eisler, President President **(required if MLCC license to be obtained)**	Signature of President	Date Approved

Section V – Form Retention & Payment

1. Expenses for University – business related 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.