

## Alcohol Authorization Exception Form – Business Meal(s)

This form needs to be filled out to authorize any purchase of alcohol with University Funds **for a business meal.**

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

If processed through Concur, the completed and approved form should be attached to the purchase in the expense report.

### 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 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 (index & account code): \_\_\_\_\_
  7. Estimated Cost: \$ \_\_\_\_\_

### Section II – 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