

UNIVERSITY OF MISSOURI-ST. LOUIS

Request to Use University-Administered Funds to Purchase Alcohol for University Sponsored Event  
(Alcohol Form #1)

**POLICY:**

In order to use University-administered funds for the purchase of beer and wine for a university sponsored event, the following three requirements must be met: (1) the event must be held on campus; (2) the event must include non-campus guests; and (3) the event must be approved in advance by the Provost or the appropriate Vice Chancellor. No grant funds can be used for alcoholic beverages.

There may be extraordinary circumstances that would justify the purchase of hard liquor for an event and/or require that an event be held off campus. Either of these conditions would also require prior approval from the Provost or the appropriate Vice Chancellor.

Alcoholic beverages must be purchased and served by the University’s contracted food service since they hold the liquor license. There will be a charge for this service.

This form is also required for events held at the Alumni Center. Please contact Alumni & Constituent Relations for their Policies & Procedures regarding the use and consumption of alcoholic beverages.

**PROCEDURE:**

- This form must be completed and forwarded to the Provost or appropriate Vice Chancellor for approval at least 14 days prior to the event.
- After receiving the appropriate signatures, this form will be returned to the event coordinator.
- After the event has been held, this form must be attached to the voucher when paying for the alcohol.
- A “Request to Use Alcoholic Beverages on University Property” form must be submitted at the same time.

Today’s date: \_\_\_\_\_

Event coordinator: \_\_\_\_\_ Fax number: \_\_\_\_\_

Campus address: \_\_\_\_\_ Campus extension: \_\_\_\_\_

Date of the event: \_\_\_\_\_

Location of the event: \_\_\_\_\_

Estimated number of people attending the event: \_\_\_\_\_

Outside guests: (list group or if fewer than 10 people, provide names) \_\_\_\_\_

Business purpose of the event: \_\_\_\_\_

Estimated cost of beer/wine: \_\_\_\_\_

Does this request include hard liquor and/or off campus event? \_\_\_\_\_

(If yes, please explain) \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dean/Director/Vice Provost \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Provost/Vice Chancellor \_\_\_\_\_ Date: \_\_\_\_\_