**ALCOHOL PURCHASE AND USE PRE-APPROVAL FORM**

**Must be attached with One Card or T&E Expense Report with receipt**

**See Policy at** [**Incidental Expenses**](https://www.umsystem.edu/ums/policies/finance/incidental_expenses) **also see** [**CRR 110.050**](https://www.umsystem.edu/ums/rules/collected_rules/facilities/ch110/110.050_alcoholic_beverages) **re: Alcoholic Beverages**

**Date form completed:**

**Department:**

**Who is requesting approval for alcohol purchase and use:**

**Who is hosting Event:**

**Date of Event:**

**Name of Event:**

**Location of Event:**

**On Campus or Off Campus:**

**How many people are expected to attend event:**

**Description of Event:**

**Approximate cost: $**

**Funding Source**

**Type of funds using:**

**Dept ID: MoCode: Fund Code:**

**Please explain how the expenditure for alcohol will promote the interest of the University:**

**Department Chair or Director Approval and Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Division Vice Provost or Dean Approval and Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chancellor’s designee, the Provost Approval and Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_