

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](#) also see [CRR 110.050](#) 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: _____