ALCOHOL PURCHASE AND USE PRE-APPROVAL FORM

**Must be attached with One Card or T&E Expense Report with receipt See Policy at** [**BPM 217**](https://www.umsystem.edu/ums/rules/bpm/bpm200/manual_217)**; 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:

Explanation of why alcohol consumption will benefit the University:

Department Chair or Director Approval and Date:

Division Fiscal Manager and Date:

Division Vice Provost and Dean Approval and Date:

Chancellor’s designee, the Provost Approval and Date: