

## Request to Serve Alcohol at University Events (On or Off-campus)

**Instructions:** In accordance with the VCU Financial & Budget Administration Policies & Procedures Manual, Policy 6.22, the Office of the Vice President for Health Sciences has developed this form for all schools, institutes, centers and departments within VCU Health Sciences to request permission to hold any function (on or off-campus) sponsored by an entity of VCU Health Sciences where alcoholic beverages will be served. Such events may include but are not limited to: school/department/office parties, employee recognition, ceremonies, retreats, receptions, donor functions, etc. See page three of this document for allowable expenses. In all cases, only local or private funds can be used to pay for the purchase of alcoholic beverages and there needs to be a clear business purpose for the function that supports the University's mission. This request form is not required when VCU faculty/staff host an off-campus recruitment lunch or dinner where alcohol is provided by the restaurant and billed to the hosting individual's personal credit card or paid in cash by the hosting party with the intent to be reimbursed by the University through a local or private fund.

This form does NOT constitute a space request, which must be submitted online only after the recipient receives approval of this form. The VCU Health Sciences space request form is available at: <http://www.healthsciences.vcu.edu/edu/roomscheduling/index.html>.

Please submit this form via fax, as only faxed copies will be honored, to the **Office of the Vice President for Health Sciences, ATTN: Shirley Farrar, 828.8003, no later than four weeks prior to date of function.** If you have any questions, please contact Ms. Farrar at 828.9775.

### Description of Function (All fields required)

- Department: \_\_\_\_\_
- School of: \_\_\_\_\_
- Function contact information:
  - name: \_\_\_\_\_
  - phone: \_\_\_\_\_
  - fax: \_\_\_\_\_
  - e-mail: \_\_\_\_\_
- Function date: \_\_\_\_\_
- Proposed function location: \_\_\_\_\_
- Purpose: \_\_\_\_\_  
\_\_\_\_\_
- Number of attendees: \_\_\_\_\_ (Attach list of names. If not available, invitation list)
- Estimated total function cost: \_\_\_\_\_
- Caterer or service provider: \_\_\_\_\_
- Index code (local or private funds only): \_\_\_\_\_

## Alcohol Use at University Functions

### A. Authorizations

The use of alcohol on University property and/or at University functions must be authorized in accordance with applicable official University procedures.

### B. Requirements

1. Only persons 21 years of age or older may be served or sold alcohol on University property or University functions. All other state and local laws governing alcohol consumption, including regulations of the Virginia Alcoholic Beverage Control Board, must be adhered to on University property and/or at University functions.
2. All other policies that relate to alcohol use and govern specific University departments, buildings, or groups must be adhered to on University property and/or at University functions.
3. Caterers or other food service organizations that serve or sell alcoholic beverages on University property or at University functions must be licensed to do so and be properly insured.

## Signatures (All fields required)

By signing below,

1. I certify that all information on this form is correct and complete;
2. I acknowledge and comply with the *Alcohol Use at University Functions* policy; and
3. I will provide an approved copy of this policy to the caterer/alcohol service provider.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chair/Director

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

### OFFICIAL USE ONLY

**S:** Rec \_\_\_\_\_ Rev \_\_\_\_\_  
Complete Y N

**A:** Approved Denied  
Initial: \_\_\_\_\_ Date \_\_\_\_\_

Req notified \_\_\_\_\_ Date \_\_\_\_\_

AM notified \_\_\_\_\_ Date \_\_\_\_\_

## Allowable expenses for funded VCU Health Sciences functions\*

Allowable Expenses	Policy Reference
<p>Retirement parties/socials expenditures are allowed (to include items such as food, beverages, flowers, balloons, and gifts) for retiring employees or certain employees leaving the University provided the expenses are commensurate with their years of service <b>(requires Vice President or designee approval; local funds only)</b>.</p>	<p>Commonwealth of Virginia's Commonwealth Accounting Policies and Procedures Manual, Section 20310 titled "Expenditures", subsection titled "Improper Expenditures".</p>
<p>Receptions, staff retreats, entertainment, employee recognition luncheons/dinners, coffee for office staff and office parties are allowed when there is a clearly defined business purpose that supports the University's mission, and a written list of participants <b>(local funds or Grant funds)</b> provided such purchases are specifically allowed by the grantor).</p>	<p>Commonwealth of Virginia's Commonwealth Accounting Policies and Procedures Manual, Section 20310 titled "Expenditures", subsection titled "Improper Expenditures".</p>
<p>Alcoholic beverages provided such purchases comply with the University's policy regarding alcohol use at University functions <b>(requires local funds and dean approval)</b>.</p>	<p>Commonwealth of Virginia's Commonwealth Accounting Policies and Procedures Manual, Section 20310 titled "Expenditures", subsection titled "Improper Expenditures".</p>

\*Available in its entirety at: <http://www.vcu.edu/procurement/attach3.pdf>