

Alcohol

Guideline and Process for Purchase of Alcohol as of July 18, 2019

Background & Scope

These guidelines are to clarify the University's requirements and process for the purchase of alcohol, to include *all* meals or events with University guests or other *external* individuals, in the Poole College of Management. The following requirements adhere to *all alcohol-related purchases*:

- Costs should be reasonable and incidental to the overall costs of the meal/event with no more than 2 drinks allowed per person.
- Expense is only allowable on non-state funds.
- A documented business purpose must be provided.

Guideline and Process

On-campus Events:

- *Advance approval* is required in order to serve alcohol at on-campus events. The unit requesting permission must complete the pre-authorization form at least **seven business days** prior to the event in order to allow time for review. The Requestor:
 - Must complete the form electronically (no ink signature required).
 - Must submit the completed form *via email* to Kimberly Whitfield at kmwhitfi@ncsu.edu.
 - Will receive the approved form (with Dean signature) via email.
 - Must attach the approved form as supporting documentation to the financial transaction (PCard, Invoice, or Reimbursement).
 - Additional Dean signature will not be required in Section II of the Procurement Transaction Form.

Off-campus Events and Business Related Meals:

- Advance approval is NOT required in order to serve alcohol at off-campus events or business related meals with University guests or other *external individuals*.
- *Both Department Head and Dean signatures are required* in Section II of the Procurement Transaction Form.

Resources: [NC State Alcohol Regulation 04.20.01](#)