

**Dean's Signature
Authorization for Alcohol Purchase(s)**
(Form should be submitted 2 weeks in advance of purchase)

Name:

Dates of Event:

Purpose/Location of Event:

Funding Source:

Estimated Amount of Purchase:

Estimated Number of Attendees:

Dean's Signature: _____

Printed Name: _____

SPECIAL NOTE: Purchased alcohol cannot be stored prior to an event or after an event. NCSU, Humanities and Social Sciences do not have approved alcohol storage space on campus. When purchasing alcohol, the alcohol should be taken directly to the event. All efforts should be made to estimate the right amount to purchase to avoid having any left over. Unopened containers should be returned to the place of purchase for credit immediately following the event; not discarded, as this would be misuse of university property.