

Process:	Financial Services Request-Alcohol Purchase		
Contact:	Humanities & Social Sciences Business Services	Last Revision Date:	08/22/2023

Introduction: As a state institution, the university has strict guidelines regarding serving and purchasing alcoholic beverages, which include requirements for additional levels of pre-approval.

SPECIAL NOTE: Alcohol cannot be purchased and stored prior to an event or after an event. NCSU and the College of Humanities and Social Sciences do not have approved alcohol storage space on campus.

For events on NC State property, additional pre-approval requirements are:

- 1) Approval to serve alcohol, and
- 2) Approval to purchase alcohol, if any source of university funds are being used.

Permission must be granted, in advance of the event, for one to serve or use purchased alcohol on NC State property. The individual responsible for the event should be familiar with the university's alcohol regulation and policy. The *Form to Request Permission to Serve Alcohol* located under [additional references](#) should be completed. The completed form should be submitted to the Dean's Executive Assistant at least three weeks prior to the event, as the form requires signature from the Dean or Provost.

For events outside of NC State property, additional pre-approval requirements are:

- 1) Approval to purchase alcohol, if any source of university funds are being used.

Pre-approval to purchase alcoholic beverages is a separate approval process for which you should use the **Authorization for Alcohol Purchase** form found [here](#). The individual responsible for the event should be familiar with the university's alcohol regulation and policy. The completed form should be submitted to the Dean's Executive Assistant at least three weeks prior to the event, as the form requires signature from the Dean or Provost. If you pay for alcohol as part of a meal (perhaps for a university guest) for which you did not gain prior approval, you may not be reimbursed for the expense. However, if extenuating circumstances prevented you from receiving approval prior to your purchase, you can attempt to get the Dean's approval prior to submitting receipts or reimbursement requests. Alcoholic beverages at meals or events, served as part of entertainment expenses, must be limited to meetings with university guests or other external individuals.

Reimbursement Instructions:

1. Complete FVR form,
2. Provide your prior approval authorization document,
3. Provide a copy of the event announcement, and
4. Provide a list of attendees

Additional References: [REG 04.20.01 - Alcohol Regulation](#) and [POL 04.20.02 - Alcohol Policy](#)