

ASC Guidelines for Purchase of Alcohol

There is always risk whenever alcohol is provided at an event, and therefore, we ask that all events within Arts and Sciences refrain from serving or reimbursing for alcohol when students are among the primary participants or focus of the event. In events where students are present, the event should be managed with due care to ensure the safety of all persons attending and the public. Because staff (including student employees) and faculty members through their employment relationship are representatives of the University and the College, they are expected to uphold the standards and policy promulgated by University in its policies (Drug-Free Workplace Policy 7.30, Expenditures Policy #4.11, and Chapter 3335-23 Code of Student Conduct) and the College in its procedures (ASC Guidelines for the Purchase of Alcohol) in hosting and/or attending College sponsored events. Events are a sponsored event if the resources (materials, time, systems) of the College or University are used and communications have the name, logo or identifying marks of the College or University.

Procedure for Requesting Permission to Serve Alcohol on campus

<https://policies.osu.edu/assets/policies/alcohol-other-drugs-policy.pdf>

The University has specific guidelines regarding alcohol for events held on University property. These guidelines should be reviewed before planning an event.

Prior approval from the Office of Business and Finance must be obtained if alcohol is to be served at a university event in a non-permanently licensed campus location, e.g., atrium, conference room. To arrange for such approval, a request must be submitted to the college office at least four (4) weeks before scheduling the event.

The "Authorization to serve alcohol" request form and instructions may be found here:

https://busfin.osu.edu/sites/default/files/alcohol_request_form_2019_revision.pdf

Alcohol may not be served at the event until the department receives written B&F approval. Approval should not be assumed.

Events Held Off University Property

Procedure for requesting permission to purchase alcohol off campus, such as at Departmental holiday parties held off campus, require prior approval- even if at a personal residence. While the Authorization to Serve Alcohol form is not needed for this instance, because there will be alcohol served at someone's home, the University's Risk Management team would want to ensure that there are certain items in place to reduce the University's liability. Number one being that the homeowner's insurance can cover the event, and if not, that a rider be added for coverage. That along with the documented safety procedures that would be in place need to be approved by Risk Management.

<https://busfin.osu.edu/risk-management>

Business meals at off campus locations (restaurants) do not require prior approval, but reimbursement will not be made if it does not comply with the University reimbursement policy (See, Expenditures Policy #4.11).

Key Points to Consider:

1. Alcohol purchases must be justified for business-related purposes, e.g., business meals or university events.
2. Alcohol purchases must be charged to discretionary funds and include the alcohol spend category and commodity code. Conference (earnings) funds may also be used if the reception, meal, or similar event is included in the registration fee paid by the attendee.
3. Alcoholic beverages CANNOT be charged to sponsored projects.
4. Amounts expended for the purchase of alcohol must not exceed \$25 per person (excluding tax and tip). Spending in excess of the per person limit could result in not being reimbursed the overage amount or being required to reimburse the University if a P-Card was the method of payment and the exception to policy is not approved by the Dean.
5. Alcohol expense is approved for dinner only, not for lunch meals.
6. The number of invitees to a business meal should be kept to a reasonably justified minimum. As a guideline, five to seven (5-7) participants plus the guest should be the maximum. Additional attendees may be approved as an exception with documented support and approval by the Dean.

ASC Procedure for Alcohol Expenditures effective July 2021

Department Leaders, Cost Center Managers and PCard Managers are responsible for broadly distributing and establishing a culture of adherence to the University Expenditures Policy:

https://busfin.osu.edu/sites/default/files/411_expenditures.pdf

Cost Center Managers for each unit are responsible for ensuring requests adhere to policy and are within available unit budgets. This includes all transaction types i.e., PCard, reimbursement requests.

I. Alcohol Procedure

A. The purchase of alcohol in connection with university business is discouraged. If alcohol is considered necessary, due care must be exercised.

B. Alcohol can only be charged to discretionary funds. Alcohol may be purchased with funds from an earnings conference fund, if the reception, meal, or similar event at which the alcohol will be served is included in the registration fee paid by the attendees.

C. Alcohol purchases must have documented approval in Workday of a unit leader, chief administrative officer, or senior fiscal officer. **Per the ASC Delegation of Signature Authority, the Unit's assigned Finance Manager will provide the documented approval in Workday once the transaction is submitted. Cost Center Managers approving the transaction via Workday for the unit must click "Add Approver" and select their Finance Manager by searching for their name. The Finance Manager will review and approve. The ASC Business Services Center will ensure compliance with university policy when processing transactions.**

D. Amounts expended for the purchase of alcohol is limited to \$25 per person, excluding taxes and tip.

E. Alcohol purchased for resale by areas with liquor permits (e.g., Blackwell Inn, Fawcett Center, golf course, unions) or for medical or research use is not subject to the above requirements.

Updated 2/1/22