

ASC Guidelines for the Purchase of Alcohol

Key Points:

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. Conference (earnings) funds may also be used if the reception, meal, or similar event is included in the registration fee paid by the attendee. All alcohol must be charged to account **64430**.
3. Documented approval per the departmental Delegated Signature Authority must be submitted to the College for all instances.
4. Alcoholic beverages are unallowable on sponsored projects.
5. Amounts expended for the purchase of alcohol must not exceed \$20 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 PCard was method of payment and the exception to policy is not approved by the Dean.
6. Alcohol may not be served in an on-campus non-licensed facility during normal working hours (9am – 5pm).
7. Alcohol is approved for dinner only, not for lunch meals.
8. The number of invitees to a business meal related to faculty recruitment should be kept to a reasonably justified minimum. As a guideline, four (4) participants plus the guest should be the maximum.

Procedure for Requesting Permission to Serve Alcohol On Campus

- 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 three (3) weeks before the event.
- ‘University events’ include seminars, symposiums, or any gathering of University business.
- The request is to be completed by the department’s responsible party, approved by the Chair/Director and then sent to the college office for Dean review/approval.
- Security measures noted on the request form must be comprehensive.
- The request will be forwarded on to Business and Finance by the college office. Alcohol may not be served at the event until the department receives written B&F approval.
- The Authorization to Serve Alcohol Request form and instructions may be obtained at: http://legal.osu.edu/pdf/alcohol_authorization.pdf

Holiday Parties Held on University Property

- The University has specific guidelines regarding alcohol for holiday parties held on University property. These guidelines should be reviewed at: <http://legal.osu.edu/pdf/holidayparties.pdf>

Procedure for Requesting Permission to Purchase Alcohol Off Campus

- Departmental holiday parties held off campus at a personal residence, require prior approval.
- Business meals at off campus locations (restaurants) do not require prior approval.