



ADMINISTRATIVE POLICY STATEMENT

Policy Title: Alcoholic Beverages Purchased for University Events

APS Number: 4018

APS Functional Area: **FINANCE**

Brief Description:	Outlines restrictions on the purchase of alcoholic beverages for personal consumption at university events.
Effective:	January 1, 2014
Approved by:	President Bruce D. Benson
Responsible University Officer:	Vice President and Chief Financial Officer
Responsible Office:	Vice President and Chief Financial Officer
Policy Contact:	Vice President and Chief Financial Officer
Supersedes:	APS Alcoholic Beverages Purchased for University Events – July 1, 2013
Last Reviewed/Updated:	January 1, 2014
Applies to:	All University employees/all campuses

Reason for Policy: As a public university it is important to use public funds appropriately. This policy and related procedures have been developed to simplify and clarify the provisions for the purchase of alcoholic beverages at the University.

I. INTRODUCTION

This policy sets forth parameters for using *university funds* to purchase alcoholic beverages for personal consumption at university events. For guidance regarding sales, service, or consumption of alcoholic beverages, *organizational units* should consult relevant risk management and campus policies.

II. POLICY STATEMENT

- A. University purchases of alcoholic beverages for personal consumption may be made only for the following types of events and using the designated types of funds:
 1. For *official functions*: The purchase of alcoholic beverages shall only be made using gift funds (Fund 34) that are restricted for entertainment, donor cultivation, or personnel recruitment purposes. The purchase must be approved by the Vice President/Vice Chancellor for Finance or his/her delegate(s). See specific restrictions on *development activities*, below.
 2. For *development activities*:
 - The purchase of alcoholic beverages shall only be made using development/advancement funds (Fund 36) or gift funds (Fund 34) that are restricted for entertainment, donor cultivation, or personnel recruitment purposes.
 - The purchase must be approved by the Vice President/Vice Chancellor for Advancement or his/her delegate(s).

- If the purchase originates by non-development staff, the purchase will also be approved by the Vice President/Vice Chancellor for Finance or his/her delegate.

Note: *Development activities* include **both** donor cultivation, solicitation, stewardship events, **and** *fundraising events*.

3. For CU-sponsored *conferences*: The purchase of alcoholic beverages should be made using auxiliary funds (Fund 20 or Fund 29) received through conference registration fees. Gift funds with the appropriate designation (Fund 34 and restricted for entertainment, donor cultivation, or personnel recruitment purposes) may also be used. The purchase must be approved by the appropriate individual(s) within the *organizational unit*.

- B. *University funds* shall not be used to pay for alcoholic beverages consumed as part of an individual meal while in travel status.

III. DEFINITIONS

Italicized terms are identified in the [Policy Glossary](#).

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies

1. [Propriety of Expenses](#)
2. Individual campus-based policies regarding consumption of alcohol on university property

- B. Procedures

1. Procedures for implementing this policy are outlined in the Procurement Service Center (PSC) Procedural Statement (PPS) [Alcoholic Beverages Purchased for University Events](#)
2. PPS [Sensitive Expenses](#)

- C. Forms

1. [Fundraising Authorization](#) form
2. [Official Function](#) form

- D. Other Resources (i.e., Training, Contact Information)

1. Educational Resources including guides, training notifications, and newsletters are announced and available on the [Procurement Service Center](#) web site.
2. For Questions:
 - Questions about the purchase of alcoholic beverages should be directed to the Vice President/Vice Chancellor for Finance or his/her delegate(s).
 - Questions about the provision of alcoholic beverages at an event in an unlicensed establishment should be directed to [University Risk Management](#).
 - Questions about use of campus facilities should be directed to the appropriate campus controller.

V. HISTORY

- A. Revisions dated 1/1/2014 – Consolidated donor cultivation, solicitation, and stewardship events with fundraising events for purposes of Advancement routing and approval. Clarified that gift funds with the appropriate designation may be used, as well as development/advancement funds, for the purchase of alcoholic beverages for these events
- B. Revisions dated 7/1/2013 – Added use of Fund 36 for donor cultivation, solicitation, and stewardship official function events
- C. Revisions dated 7/1/2010 - Clarified language relating to type of events and type of funds that may be used, removed reference to old forms, incorporated information on campus facilities use
- D. Revisions dated 11/1/2008 - Updated references under Section III (Procedures, Forms, Guidelines, Resources)
- E. Supersedes
 - Alcoholic Beverages Purchased for University Events Administrative Policy Statement dated 7/1/2010
 - Alcohol Purchase and Provision Administrative Policy Statement dated 11/1/2006

- Administrative Policy Statement dated 9/1/2005
- Liquor Liability Insurance: Facilities Use Parameters dated 2/10/1987

VI. **KEY WORDS**

Drinking, beer, wine, liquor