

Effective: August 16, 2005

**Administrative Policy
ALCOHOLIC BEVERAGES**

Approved: August 16, 2005, President's Executive Cabinet
Revised: March 10, 2009, President's Cabinet
Revised: April 6, 2010, Presi as a condition of

their employment and the President's residence and grounds.

This policy will control the purchase and service of alcoholic beverages and to ensure that they are served only in carefully controlled circumstances to persons of legal drinking age in conjunction with academic, social and community functions contracted by the university.

Principles

The university abides by Liquor Control Board regulations and Commonwealth laws in the purchase and service of alcoholic beverages. Persons of legal drinking age should be given responsible choices concerning the consumption of alcohol in accordance with state laws.

University Functions

PASSHE Guidelines state that *some universities have the necessity for the purchase of alcoholic "spirits" for use in educational activities, i.e., wine for use in cooking or hotel/food management type courses. The use of university funds from any source would be appropriate for the purchase of alcoholic "spirits" for these purposes).*

When purchasing alcohol for university functions, the function must have a clear purpose in keeping with the university's mission and must be normally 200709 (mm) 00eTj02 Tw 17.402 0 (t)40.28.9

Non-University Events

1. Signed by the Event Contractor
2. Signed by the Director of Dining and Conference Services
3. Signed by the Vice President for Finance and Administration

The form is to be completed in the following order for:

University Events

1. Event Contractor
2. Signed by Director/Dean/Associate Vice President
3. Signed by applicable Vice President/Provost
4. Signed by the President/Vice President for Advancement
5. Signed by the Director of Dining and Conference Services or his/her designee a minimum of five (5) days prior to the event/function.

Records

Full documentation for all non-university events and justification as to the use of funds for the purchase of alcoholic beverages shall be maintained by the Office of the Vice President for Finance and Administration.

The Director of Dining and Conference Services and the Director of Visual and Performing Arts will be responsible for maintaining a Report of Alcoholic Beverages Served at University Functions, which will be distributed semi-annually to the President and Vice President for Finance and Administration, and annually to the Vice President for Student Affairs, and Senior Vice President for Academic Affairs/Provost.

