



Limited Alcohol Approval Form

This "Limited" form is used only for units that report to the Provost, to approve the purchase of alcohol for external guests of the University at faculty recruitment and visiting guest speaker dinners. All other alcohol requests must use the Alcohol Approval Form.

Event name:

Date:

Time:

Location:

For on-campus functions: Will Sodexo cater the event? Yes No

If no, name of approved caterer with valid liquor license:

Business purpose: _____

This dinner must meet the following conditions:

- No university funds will be used to cover employee alcohol expenses.
- The dinner must be held at a restaurant with a valid liquor license.
- No undergraduate students, and/or students under the age of 21, will attend the dinner.
- The Dean holds a current alcohol approval Delegation of Authority Letter from the Provost.

Name of the on-site employee host of the event:

Confirm that the employee host has reviewed the [Alcohol Service and Consumption at University Activities — Faculty and Staff](#) university operating procedure: Yes No

Names of internal attendees (UVM employees):

University funds may not be used to purchase employee alcohol.

Names of external attendees and their organization affiliation (guests, including non-employee spouses):

Requesting purchase of guest's alcohol with University funds? Yes No

Chartstring of the gift/endowment fund:

Person initiating the request:

Name, Department, and E-mail Date

Department Chair's Signature Date Dean's Signature Date