

**PRE-AUTHORIZATION for ALCOHOL PURCHASE**  
**DEAN'S SIGNATURE**

Complete and submit this pre-approval form prior to purchasing alcoholic beverages for events not held on campus. NC State Alcohol Regulation 04.20.01 is located here: <https://policies.ncsu.edu/regulation/reg-04-20-01>.

Request Submitted by:	Printed Name	Signature	Date
Requestor			

Business Purpose of Event <i>(Attach event announcement, e.g. flyer/email, etc.)</i>

Event Information	Response
Person Responsible for Event	
Date(s) of Event	
Location of Event (venue name & address)	
Department	
Project #	
Approximate # of Attendees	
Estimated Maximum \$ Amount	

**Funding Authorization (Form Must be Signed before Alcohol is Purchased)**

Position/Role	Printed Name	Signature	Date
Department Financial Representative			
Person with Signature Authority for Project			
Department Head			

**Signature of the Requestor and Person Responsible for the Event indicates agreement with statement below:**

A sufficient amount of substantial, wholesome food (heavy hors d'oeuvres or dinner), and non-alcoholic beverages must be served. Alcohol should not be purchased for or given to persons under age 21. Purchased alcohol cannot be stored prior to an event or after an event. When purchasing alcohol, the alcohol should be taken directly to the event. All efforts should be made to estimate the right amount to purchase to avoid having any left over. Unopened containers should be returned to the place of purchase for credit immediately following the event; not discarded as this would be misuse of university property.

(For Dean's Office Use Only)

Form Received by Dean's Office (Initial/Date)

Reviewed by College BO or AD (Initial/Date)

**Dean's Authorization**

Printed Name	Signature	Date
Myron F. Floyd		