



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