

 <p>Category: Financial</p> <p>Policy applicable for: Faculty/Staff</p>	<p><i>Policy Title:</i> Alcohol Purchases</p> <p>Effective Date: 09/01/2018</p> <p>Prior Effective Date: 06/01/2014; 02/01/2008</p> <p>Enabling Act(s): University Board Rule 10-17-07</p>	<p><i>Policy Number:</i> 2.1.1</p> <p>Policy Owner: Sr. VP for Administration and Finance</p> <p>Responsible Office(s): Accounts Payable Purchasing</p>
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Background

The University of Cincinnati has established the following policy governing the purchase of alcohol with university funds. Generally, the university prohibits the purchase of alcohol except as noted below. For additional information related to the university's alcohol policies, please see *Board Rule 3361: 10-17-07 Conduct and ethics: university alcohol policy*.

Policy

Since alcohol may present risks, events at which it is available should be managed with common sense and due care. Alcohol may not be charged to general funds, designated funds or auxiliary funds. However, in certain circumstances, alcohol purchases for university-related purposes (business meals or university events; see Meal Expenses Policy in *Related Links*) may be justified.

These alcohol purchases must (1) be charged to discretionary gift, expendable endowment funds, UC Health Agency Funds, (2) have prior documented approval (i.e., signature on completed Preapproval Form or direct e-mail) of a senior vice president, vice provost, vice president, dean or their designee, and (3) follow unit or college policies and procedures, which may be more restrictive. Discretionary funds are gifts made to a college or administrative area with a broad restriction that they be used to benefit that particular area.

Amounts expended from discretionary funds for the purchase of alcohol must be reasonable.

Alcohol purchases are not permitted on a Purchasing Card by anyone other than a dean, vice provost, vice president or the president.

Alcohol Purchases on Sponsored Projects

The costs of alcoholic beverages are not allowable on sponsored projects, unless specifically proposed and approved as a part of the grant or contract.

Exemptions

Alcohol purchases for clinical or research use or by the Culinary program or similar academic programs, or for resale by auxiliaries are not subject to the above rules.

The Academic Health Center Policy on Alcohol Purchases is available on the CoM Intranet.

Procedure

UC Flex GL Account	530407 (Alcohol (Approved Purchases)) 531901 (Lab Supplies)
UC Flex Fund	Must be Discretionary Fund
Medical Center Fund of Cincinnati	Disbursement Document See Business Administrator
Practice Plan	See Business Administrator
Questions on liquor permits (pre-approval from General Counsel is required to serve alcohol at a university event)	Contact the Office of General Counsel at 556-3483

Organizational units may institute policies more, but not less, restrictive than this policy (2.1.1) if desired.

Related links:

[Financial Policy Pre-Approval Form](#)
[Meal Expenses Policy](#)
[University Board Rule on Alcohol](#)

Phone Contacts:

Accounts Payable	556-6746
General Counsel	556-3483
Government Cost Compliance	556-4815
Purchasing	556-6742
Unit Business Administrator	