

UNIVERSITY OF COLORADO
PROCUREMENT SERVICE CENTER (PSC)

PSC Procedural Statement:

Alcoholic Beverages Purchased for University Events

Effective Date: July 1, 2010

Introduction

The Administrative Policy Statement (APS) [Alcoholic Beverages Purchased for University Events](#) sets forth the parameters for using *university funds* to purchase alcoholic beverages for personal consumption at university events. Such purchases must comply with the APS, with all applicable procurement rules, and with the requirements of this procedural statement.

Definitions

Italicized terms are defined in the [Policy Glossary](#). Underlined terms are defined in the [Finance and Procurement Procedure Glossary](#).

Procedural Statement

A. Alcoholic Beverages Purchased for Personal Consumption at *Official Functions*

1. Alcohol purchases shall only be made from a Fund 34 *SpeedType* with a Gift Purpose Code 2 of Y, designating that the *SpeedType* is restricted for purposes including entertainment, donor cultivation, or personnel recruitment.
2. Purchases must be coded in the *Finance System* as *Official Functions* with Alcohol, Account 550102.
3. When alcohol (in any dollar amount) is being purchased for an official function, the Official Function form must be completed. (However: For transactions in the Expense System, official function and alcohol information is provided directly in the transaction screen, and the system routes the report for appropriate approval. Therefore, the paper Official Function form is **not** required for Expense System processing. See “Paper Forms and the Expense System,” below.)
 - The form must be approved by the *organizational unit* and by the Vice President/Vice Chancellor for Finance or his/her delegate(s).
 - If the **total cost** of food and beverage (including alcoholic beverages and including all related taxes/tips) is **greater than \$10,000**, or if the **per-person cost is greater than \$85** (regardless of total cost), then the Official Function form must also be approved by an appropriate *officer*.
4. For bulk purchases of alcohol made by the President/Chancellor, Official Function forms will be completed when items are subsequently removed from inventory for specific *university events*.

B. Alcoholic Beverages Purchased for Personal Consumption at *Fundraising Events*

1. Alcohol purchases shall only be made from a Fund 34 *SpeedType* with a Gift Purpose Code 2 of Y, designating that the *SpeedType* is restricted for purposes including entertainment, donor cultivation, or personnel recruitment. In addition, the *SpeedType* must have a Gift Purpose Code 1 of SE, which further restricts its use exclusively for *fundraising events*.
2. The Fundraising Authorization form (including the section on alcoholic beverages) must be completed. It must be approved by the individuals/*organizational units* identified on the form, including the Assistant Vice President and University Controller or his/her delegate(s).

C. Alcoholic Beverages Purchased for Personal Consumption at CU-Sponsored Conferences

1. Alcohol purchases shall generally be made from auxiliary funds (Funds 20 or 29). Occasionally, these purchases may be made from a Fund 34 *SpeedType* with a Gift Purpose Code 2 of Y, designating that the *SpeedType* is restricted for purposes including entertainment, donor cultivation, or personnel recruitment.
2. Purchases should be coded in the *Finance System* using an expense account that most appropriately describes the *conference* (e.g., training). Note that Account 550102 (*Official Functions* with Alcohol) should **not** be used.
3. When alcohol is being purchased for the conference, the Official Function form must be completed. (However: See “Paper Forms and the Expense System,” below.)
 - The form must be approved by the appropriate individual(s) within the *organizational unit*.

D. Additional Campus Restrictions

Furthermore, the requirements of this procedural statement must be considered in conjunction with any campus-specific policies on alcoholic beverages.

Paper Forms and the Expense System

When documenting information for Employee Reimbursement, Procurement Card, and Event Card transactions in the Expense System, note that:

- The Official Function paper form is **not** required for official function or conference transactions processed in the Expense System since entry of required information and routing for approval is already handled by the system.
- The Fundraising Authorization paper form **is** required for fundraising event transactions processed in the Expense System since the FA form documents approval.

Exceptions

Exceptions to this procedural statement require the approval of the Assistant Vice President and University Controller.

Related Administrative Policy Statements (APS), PSC Procedural Statements (PPS), Finance Procedural Statements (FPS), and Other Policies and Procedures

- APS [Alcoholic Beverages Purchased for University Events](#)
- APS [Propriety of Expenses](#)
- PPS [Official Functions](#)
- PPS [Sensitive Expenses](#)
- FPS [Fundraising Events](#)

Forms

- [Fundraising Authorization](#) (FA)
- [Official Function](#) (OF)