



UNIVERSITY OF DENVER  
POLICY MANUAL  
ALCOHOL PURCHASE POLICY

**Responsible Department:** Business Services  
**Recommended By:** G. Kvistad, C. Woody  
**Approved By:** Chancellor Coombe

**Policy Number**  
2.30.015

**Effective Date:**  
April 1, 2009

## 1 INTRODUCTION

### 1.1 **PURPOSE**

The Alcohol Purchase Policy, used in conjunction with the Propriety of Expense Policy, defines requirements when purchasing alcohol with the use of University funds *AND* providing alcohol at University sponsored events.

### 1.2 **SCOPE**

This Policy sets forth requirements that apply to all employees, students, and affiliates of legal age to provide and consume alcohol when generating alcohol related business expenses with the use of University funds.

## 2 POLICY OVERVIEW

It is the responsibility of the employee to ensure all gift and gratuity expenditures comply with the *Propriety of Expense Policy* and the *Allowable Business Expenditures Policy*.

ITEM DESCRIPTION	ALLOWED	COMMENTS
<b>1. Alcohol Purchases</b>		
a. For research purposes and for purposes that do not include personal consumption	Yes	
b. For resale by a licensed establishment	Yes	
c. For consumption at Official Functions	Yes	See Official Function policy

ITEM DESCRIPTION	ALLOWED	COMMENTS
d. For student sponsored events	No	Alcoholic beverages are not permitted at any student-sponsored event. Exceptions to this policy shall be approved by the Associate Provost for Student Life or the Associate Provost for Graduate Studies, as appropriate

### 3 DEFINITIONS

**Affiliate**- Any party acting on behalf of the University, such as contractors, consultants, volunteers, alum, donors, etc.

**University Funds** - Includes all funds controlled by, or administered by, the University of Denver. This includes, but is not limited to, base operating budget funds, endowment funds, gift funds, grant funds, investment funds, etc.