

College of Sciences  
Standard Operating Procedures

<b>DOC.03.00</b>	<b>College of Sciences Alcohol Permission Rule and Additional Guidelines</b>
Owner/Contact Information:	Executive Assistant, Dean’s Office
Effective Date:	February 18, 2019
Last Revised/Reviewed:	February 12, 2019
Related Policies:	REG 04.20.01 <a href="https://policies.ncsu.edu/regulation/reg-04-20-01/">https://policies.ncsu.edu/regulation/reg-04-20-01/</a> , POL 04.20.02 <a href="https://policies.ncsu.edu/policy/pol-04-20-02/">https://policies.ncsu.edu/policy/pol-04-20-02/</a>

**1. PURPOSE/INTRODUCTION**

To establish guidelines and requirements for the service and consumption of alcoholic beverages on or off NC State property and while conducting NC State official business for the College of Sciences. It also establishes the procedure to be followed for the College of Sciences for requesting permission to serve alcohol or be reimbursed for entertainment and event expenses.

**2. DEFINITIONS**

**Event** – A public or social occasion on or off NC State University campus. Ex: departmental ceremonies, receptions, celebrations, etc.

**Entertainment** – This term is being used for the purpose of conducting University Business. ex: candidate interviews, speakers, work groups, collaboration meetings and other gatherings that are not considered events

**Entertainment Guidelines** – A guide for College of Sciences faculty or staff while in event or entertainment status.

**Dean** - The head of the college or the Dean’s designee.

**Department Head** – The head of the department or department head designee.

**Supervisor** – Person who supervises the person, activity or funding source for an event or for entertainment purposes.

**Departmental Representative** - Seeks permission on behalf of requestee and oversees approval process.

**Requestee** – Department Head, individual or group requesting to serve or seeking reimbursement.

**Dean’s Executive Assistant** – The individual that requests are submitted for processing at the college level.

**AP107**– NCSU Accounts payable non-travel meal authorization and expense form.

**3. Procedural Steps for Permission to Serve Alcohol for Events**

- 3.1. After Departmental Representative completes the departmental approval process, he/she will fill out the [Request for Permission to Serve Alcohol at NC State University](#)
  - a. Departmental Representative will review and verify that the form is complete and the event details meet [REG 04.20.01](#) and [POL 04.20.02](#) and verify funding source(s) along with Supervisor approval.

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- b. Submit to the Department Head/designee for approval and signature.
- c. Departmental Representative will scan and send to the Dean's Executive Assistant for approval and signature from the Dean no less than two weeks prior to the event.
- d. The Dean will approve or deny the request.

3.2. The Dean's Executive Assistant will communicate by return email with the Departmental Representative.

3.3. The Departmental Representative and the Dean's Executive Assistant will keep fully executed forms and all supporting materials, on file in compliance with REG 01.25.12 [University Record Retention and Disposition Regulation](#).

#### **4. Procedural Steps for Entertainment Purposes**

- 4.1. Requestee will follow departmental entertainment policies for departmental allowances and approvals.
- 4.2. Departmental Representative will review and verify that the event or entertainment details meet [REG 04.20.01](#) and [POL 04.20.02](#).

#### **5. Steps for Reimbursement or PCard Receipt Approval for Approved Events or Entertainment Expenses**

- 5.1. Requestee will complete the College of Sciences Reimbursement/PCard Expense Approval Form and attach all receipts and submit to the Departmental Representative.
  - a. Only detailed/itemized receipts will be accepted.
  - b. Include an Itinerary or agenda and guest list.
  - c. Indicate with the letter "A" on the receipt next to charges for alcohol.
  - d. Business Officer initials Sciences Reimbursement Form.
- 5.2. Departmental Representative will review reimbursement for departmental and university compliance, (linked above), and request Department Head and Dean's signature, if applicable.
- 5.3. Departmental Representative will follow departmental processes for entering reimbursement or uploading receipts to the PCard system.

#### **6. Additional General Event/Entertainment Guidelines**

- 6.1. Food, beverages and/or alcohol: Some funds that are classified as institutional trust funds and special funds may be used to purchase alcohol, but only if those funds are discretionary in nature and the fund authority is sufficiently broad to cover this purchase. For example, scholarship funds or funds handled through Contracts and Grants are not discretionary in nature. [REG 04.20.01](#)
- 6.2. Suggested candidate interview group sizes for lunch or dinner.
  - a. Up to 4 individuals, approved by the Department Head and/or Dean and based on departmental policy.
- 6.3. No consumption of alcohol under entertainment or event status by faculty, staff or students 21 years of age or older during university business hours: 8:00 a.m. - 5:00 p.m., Monday through Friday.

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- 6.4. No alcoholic beverages may be served in any NC State facility on a University business day until after 5:00 p.m., Monday through Friday, in accordance with [REG 04.20.01](#).
  - 6.5. When under event or entertainment status, College of Sciences faculty, staff or students 21 years of age or older, must adhere to minimal consumption of alcohol. For example purposes only: no more than two alcoholic beverages such as beer or wine and no more than 1 spirituous liquor, fortified wine, or mixed beverage be consumed per event or entertainment function.
  - 6.6. All events or entertainment that include alcohol will need to include heavy hors d'oeuvres or meals.
- 7. Exceptions may be made at the Dean's discretion in accordance with [REG 04.20.01](#) or [POL 04.20.02](#).**

**FORMS LOCATION:** [Sciences Office of Finance of Business Management](#)

**[AP107](#)**

**College of Sciences Reimbursement/PCard Expense Approval Form  
Request for Permission to Serve  
Service and Sale of Alcohol Flowchart**

Revision #	Subsection#	Summary of Changes	Approval Date
		Approved	2/18/2019