



***Financial Policy Highlights:***  
Reimbursement/Payment for  
Alcohol Purchases

*(Policy 2.1.1 – Alcohol Purchases)*

1. Check with your college or org unit for more restrictive policies regarding alcohol purchases. Many colleges and org units have more restrictive policies for alcohol purchases. (For example, the Academic Health Center policy at <http://mcfa.uc.edu/genaccount/Alcohol%20Policy.pdf>.)
2. Verify that your college or org unit has proper funding (i.e., an E or F fund). No alcohol can be purchased with general, designated or auxiliary funds. Alcohol purchases are typically not allowed on a sponsored project.
3. If you have proper funding for alcohol purchases, obtain prior, documented approval from a senior vice president, vice president, dean or their designee via the Policy Pre-Approval Form (<http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/forms/preapproval.pdf>) or a direct email.
4. Amounts must be reasonable.
5. Alcohol cannot be purchased on a P-Card. If using a P-Card to pay for a meal that includes alcohol purchases, ask for a separate bar bill.
6. Submit receipts/invoices, including pre-approval documentation, with reimbursement/payment paperwork.

This checklist is intended to provide policy highlights; the policy can be viewed in its entirety at <http://www.uc.edu/af/policies>.

Note: organizational units may have more restrictive policies.

