



DOCUMENT ID AP0001	TITLE ALCOHOL PURCHASES/REIMBURSEMENTS	EFFECTIVE DATE: 09/14/2017
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The following guidelines pertain to alcohol purchases/reimbursements in conjunction with official hospitality and University business.

While there is not a specific policy that prohibits the purchase of alcohol in conjunction with official hospitality, University staff should be mindful of public perception when using tax/tuition dollars for the purchase of alcohol, as all expenditures are subject to open records requests. These types of purchases/reimbursements should be able to hold up to public scrutiny.

It is preferred and highly recommended to utilize foundation funds whenever possible for these types of purchases/reimbursements. If this is not possible, RU funds can be utilized if the approval from the appropriate budget officer has been obtained. As a last resort, if tuition funds (A2000) or general use funds (A0003) are used, the appropriate approvals must be obtained as outlined in policy 13.08/ Official Hospitality and University Business.

All alcohol related expenditures will be audited by Financial Operations prior to final approval.