



## **Alcohol Purchase Guidelines**

### **A. Background**

The Ohio State University's primary concern is for the health, safety, and welfare of the university community. The university complies fully with local, state, and federal regulations regarding the sale, possession, and consumption of alcoholic beverages. Alcohol is a controlled substance and its misuse can lead to serious health, social, academic, and employment problems.

There is always risk to the university whenever alcohol is provided at an event; therefore, such events need to be managed with common sense and due care. All members of the university community are held responsible for their behavior and for respecting the rights of others.

As a major public institution, The Ohio State University is held to a high degree of accountability and transparency in its business practices. Numerous constituencies (including students, taxpayers, alumni, state and the federal government) have an interest in how the university spends its money. Accordingly, every reasonable effort must be made to ensure that funds are used in a responsible and appropriate manner.

### **B. Purpose**

To ensure that alcohol is purchased only by authorized individuals for a specific, approved business purpose in accordance with university policy and procedure.

### **C. Audience**

These guidelines apply to all Glenn College employees.

### **D. Guidelines**

1. A specific business purpose for the purchase of alcohol must be provided and preapproved by the Dean;
2. A maximum of \$20 per person (excluding tax and tip) is permitted for the purchase of alcohol. Spending in excess of this per person limit will require the attending employees to pay for any amount consumed over \$20 per person using personal funds unless an exception is approved by the Dean;
3. The number of invitees to a business meal should be kept to a reasonably justified minimum. As a

guideline, a maximum of five (5) college representatives and the guest should participate in business meals;

4. An itemized receipt including the time, date, place, and a list of meal attendees is required for all meal and alcohol purchases and reimbursements; Alcohol is a permitted expense only on the college's discretionary funds. Alcohol cannot be charged to Individual Spending Accounts (ISAs), Sponsored Projects, Grants and Contracts funds, Earnings or non-discretionary Gift funds;
5. Alcohol is a permitted expense during dinner meals only;
6. Alcohol may not be served in an on-campus non-licensed facility during normal working hours (9am-5pm) without preapproval from the Dean and The Office of Business and Finance.

#### Alcohol on Campus at University Events

1. "University Events" include seminars, symposiums, and all university business gatherings;
2. Preapproval from the Dean and The Office of Business and Finance must be obtained if the alcohol is to be served at a university event in a non-permanently licensed campus location (i.e. Page Hall). To arrange for this approval, a request must be submitted to the Chief Administrative Officer at least three (3) weeks before the event;
3. Controls must be enforced at the university event to prevent underage drinking. These controls shall be consistent with local, state, and federal laws and the Code of Student Conduct;
4. Alcoholic beverage consumption is prohibited on Ohio State property or at off-campus university sponsored events at which the primary audience is under the legal consumption age unless:
  - A. Written approval from the Office of Student Life is obtained when students are the primary event organizer and/or from the Offices of Legal Affairs and Business and Finance when faculty, staff, and alumni are the primary organizers;
  - B. The event occurs in designated areas licensed to sell alcohol, such as the Faculty Club, Fawcett Center, Ohio State Golf Course, Ohio Union, etc.

#### **E. Policy Contact**

John Glenn College of Public Affairs

- Kim Young, Chief Administrative Officer, [young.1807@osu.edu](mailto:young.1807@osu.edu), 614-292-7221

Ohio State Human Resources

- Jenna Markle, HR Business Partner, [markle.45@osu.edu](mailto:markle.45@osu.edu), 614-292-1577

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