

## Request for Alcohol Provision as Hospitality Expense

This form must be completed PRIOR to any expenses being incurred with College (public) funds. If a cash bar is provided and no College funds are used for the purchase of alcohol, this form is NOT required. A copy of this form must be retained by the individual/department for audit purposes for a minimum of 7 years, and a copy must be forwarded to Payroll if the employee is requesting reimbursement for the expenses or if the expenses will be charged to a PCard.

Name:  Date:

Department:

Date of the Event:

Identify the invited attendees who are not employees of the College or the BPS:

Describe the purpose of the event (include location and estimated number of guests):

Provide an estimate of the total alcohol expense:

President Signature:

Date:

It is the responsibility of the individual/department requesting approval for alcohol provision to ensure that alcohol is always served in a responsible manner (food is served with alcohol), obtaining any necessary liquor licenses and complying with all Federal and Provincial laws.