

Form B

REQUEST FOR POSSESSION AND CONSUMPTION (NOT SALE)
OF ALCOHOLIC BEVERAGES
ON THE UNIVERSITY OF ILLINOIS AT SPRINGFIELD CAMPUS

Request should be submitted to the Dean or Director of the academic or administrative unit with a copy of the approved request to the Vice Chancellor for Administrative Affairs.

Name and type of event: _____

Purpose: _____

Alcoholic beverages will be possessed or consumed as follows:

Date	Time	Location	Number of Participants
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Will the function(s) be in compliance with all applicable sections of the Policy and Regulations for the Sale and Use of Alcoholic Beverages on the University of Illinois at Springfield Campus?
G Yes G No

Specify the account name and number from which payment for alcoholic beverages will be made:

Submitted by: _____ Title: _____

Name of Unit: _____ Date: _____

APPROVED: _____ Date: _____

Dean or Director

Remarks (if applicable): _____

APPROVED: _____ Date: _____

Vice Chancellor for Administrative Affairs

Reminder: If alcohol is to be **sold, directly or indirectly**, do not request approval on this form, use **Form A**.

Form A

REQUEST TO SELL ALCOHOLIC BEVERAGES
ON THE UNIVERSITY OF ILLINOIS AT SPRINGFIELD CAMPUS

Requesting unit should submit form to Vice Chancellor for Administrative Affairs.

Name of event: _____

Unit Sponsoring event: _____

Alcoholic beverages will be served as follows:

Date	Time	Location	Number of Participants
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Permission to serve alcoholic beverages is based on the following criterion;

- This is an educational activity** - reception or meal for participants in a training or instructional seminar or course utilizing an organized faculty and formal course of instruction.
- This a cultural activity** - reception, meal or beverage service is offered in conjunction with an organized event which is open to the public, on a general or limited basis, to display artistic or intellectual aspects of human activity.
- This is a political activity** - reception or meal open to the public and sponsored by an organization formed for the purpose of affecting through lawful means the policy or administration of local, state or national government.

Specify the account name and number from which payment for alcoholic beverages will be made:

Submitted by SPONSOR: _____ Date: _____

Approval Recommended by DIVISION HEAD: _____ Date: _____

APPROVED: _____ Date: _____

Vice Chancellor for Administrative Affairs

Remarks: _____
