**Alcohol Requisition Form**

For purchase of alcohol from the Gray-Little Hall/ISB Storeroom

|  |  |
| --- | --- |
| **Purchaser’s Information** |  |
| **Date:** |  | **Account #:** |  |  |
|  |  |  |  |
| **Print** **name:** |  | **Signature:** |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Options for Purchase** | **Enter quantity** |
| **95% Alcohol** – one gallon plastic bottle: |  |
| **100% Alcohol** – one gallon plastic bottle: |  |
| **200 Proof (100%) Alcohol** – one pint plastic bottle: |  |

|  |  |
| --- | --- |
| **Approval from PI or Instructor** |  |
| **Date:** |  | **Signature:** |  |  |
|  |  |  | *PI or Instructor* |  |
|  |  | **Print name:** |  |  |
|  |  |  | *PI or Instructor* |  |

The storekeeper is not authorized to give alcohol to students or members of the faculty of this department except on presentation of this card signed by the instructor in charge of the class or the PI in charge of the grant in which the alcohol is to be used. The full-time instructors may obtain an alcohol form from the storeroom supervisor for their own use by signing this card. No one else is authorized to give alcohol to students or sign for it except if the regular professor is absent. In such a case, the chair of the department may sign for it.

I understand the limited use that may be made of tax-free alcohol and agree that the use of alcohol received under this requisition will be so limited. I further agree that the department supply of such alcohol will be stored under lock and key, will not be sold, will not be dispensed for use outside of department, and will be made available only to specifically authorized department personnel.