

Information

Procurement and Record Keeping of Tax Free Alcohol

Number

PUR 34 00

Applicability

This policy applies to University Administrators Faculty and Staff

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Sally Molsberger, Chief Procurement Officer - Procurement Services

Service Complex, University of Louisville

Louisville, KY 40292

502-852-8223

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History

Original Date: Unknown

Revision Date(s): April 28, 2023

Reviewed Date(s): February 14, 2020; April 28, 2023

Categories

Statement:

The University has obtained an Industrial Use Permit from the Department of the Treasury, Bureau of Alcohol, Tobacco, and Firearms to order Tax-Free Alcohol for the purposes of instructional research and patient care.

Related Information:

The department determines the need to use pure grain alcohol and sends a written request to Procurement Services to establish a storage area. Request must contain such information as exact location, type of cabinet and lock, capacity and name of person who will be custodian.

Reasoning:

The University Stockroom distributes and uses the Tax-Free Alcohol in accordance with the Code of Federal Regulations, Title 27, Part 213, "Distribution and Use of Tax-Free Alcohol."

Responsibilities:

The department is responsible for keeping daily record of receipts and usages.