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
purchase@louisville.edu

History

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

Categories

Reason for Policy:

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."

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.

Responsibilities:

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

Forms/Online Processes:

Order alcohol as needed by submitting a Lab Grade Alcohol Requisition Form. The ticket must be signed by the custodian whose name is authorized.