

UNIVERSITY STORES

2901 Talmadge Avenue S.E.
Minneapolis, Minnesota 55414
PH: (612) 624-4878
Fax: (612) 624-5778

ORDER FOR ALCOHOL

Purchase Order	Dept ID
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Date: _____

AUTHORIZATION TO PURCHASE ALCOHOL

Please provide the following information each time alcohol is ordered.

1. What is the estimated amount of alcohol used per month? _____ Pints / Gallons (Circle Size)
2. What is the average amount of alcohol in storage per month? _____ Pints / Gallons (Circle Size)
3. Please circle type of storage for alcohol: ChemicalStoreRoom / FumeHood / FlammableStorageCabinet
4. Is the Laboratory / Cabinet locked when not attended? ____Yes ____No
5. Alcohol is stored in the following Room and Building: _____
6. Will this alcohol be redistributed to other users or locations within the University? ____Yes ____No
7. Person ordering alcohol is authorized to place the order? ____Yes ____No

Authorized Department Signature _____ Auth. Dept. Signature X.500 _____

**Signature acknowledges important information listed below.

****Alcohol to be used exclusively for education, scientific research or medicinal purpose only.****

Order

<u>Quantity</u>	<u>Stock #</u>	<u>Units</u>	<u>Description</u>
_____	CX20442	Pint	200 Proof Ethyl Alcohol (Case of 24)
_____	CX20445	Gallon	200 Proof Ethyl Alcohol (Case of 4)
_____	CX20460	5 Gallon	200 Proof Ethyl Alcohol (Each, 1 week lead time)
_____	CX20457	Gallon	190 Proof Ethyl Alcohol (Case of 4)
_____	CX20461	5 Gallon	190 Proof Ethyl Alcohol (Each, 1 week lead time)

Delivery Address (Please Print)

Department Name: _____

Room and Building: _____

Person Placing Order: _____ Telephone Number _____

Person Placing Order X.500: _____ E-Mail Address: _____

JUSTIFICATION: _____

**Important Information:

This form must be completed, and faxed or mailed to U-Stores @612-624-5778 before any alcohol can be issued.

U-Stores holds the U of M site licenses for alcohol purchases with the Federal Bureau of Alcohol, Tobacco, and Firearms (BATF), and is responsible for maintaining a list of customers and the volume of alcohol delivered to each location for audit purposes.

Departments are responsible under penalty of law to assure that alcohol is used exclusively for education, scientific research, or medicinal purposes. Disposition records must be maintained by departments for any alcohol transferred to a University of Minnesota room and building not listed above. This is required by the Federal Bureau of Alcohol, Tobacco, and Firearms (BATF), and departments risk substantial tax penalties for not maintaining this information.

Departments are not allowed to transfer any alcohol outside the University of Minnesota for any reason.

U-Stores will forward a quarterly report of alcohol purchases to Environmental Health & Safety (EH & S), as well as copies of these order sheets. This information will be used by EH & S to verify storage, security, and safety of alcohol in departments.