



Tax-Free Alcohol Custodians

Date: _____

To: UCD Central Storehouse
Phone: 530-752-8625
Fax: 530-752-8223
storehouse@ucdavis.edu

RE: Tax Free Alcohol Custodians

Department:
Phone:

By signing this form, I authorize you to make the tax-free alcohol custodian changes below and certify that this department and custodians are knowledgeable and in compliance with [PPM 350-20](#). I acknowledge that the intended use is for UC business purposes only and the material will be stored in a locked space in accordance with [PPM 290-65](#). The stated monthly requirement for the department is _____ gallons. The intended use is for _____.

Dept. Chair name

Dept. Chair signature

Please fill out the fields below to add or remove the individual(s) listed from the list of persons authorized as tax-free alcohol custodians for this department.

Note: Department custodians are responsible for control and issue of ethyl alcohol in accordance with the campus policies stated above.

Current Custodian:

Remove _____
Print name

Remove _____
Print name

Custodians to be added:

Printed name	Signature	Storage Location (Building/RM #)
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Printed name	Signature	Storage Location (Building/RM #)
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Please contact storehouse@ucdavis.edu, 530.752.2077 for questions.

For a full copy of the Policy please refer to: [Policy and Procedure 350-20](#)