



Tax-Free Alcohol Custodians

Date: _____

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

From 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 is in compliance with Policy and Procedure 350-20, <http://manuals.ucdavis.edu/ppm/350/350-20.htm>. This includes but is not limited to providing a safe (non-flammable and adequately ventilated) locked storage space. The stated monthly requirement for the department is _____ gallons/pints. The intended use is for _____.

Department name

Dept. Chair name

Dept. Chair signature

Please fill out the fields below to retain, add or delete the individual(s) listed from the list of persons authorized as tax-free alcohol custodians for this department. Note: Departments shall assign responsibility for control and issue of ethyl alcohol to no more than two persons.

Current Custodian:

- Retain _____
- Remove Print name

- Retain _____
- Remove Print name

Custodians to be added:

- | | | | | |
|--------------------------|-----|-----------------------|--------------------|---|
| <input type="checkbox"/> | Add | _____
Printed name | _____
Signature | _____
Storage Location (Building/RM #) |
| <input type="checkbox"/> | Add | _____
Printed name | _____
Signature | _____
Storage Location (Building/RM #) |

*Please submit completed form to UCD Central Storehouse, 615 Hopkins Rd.,
Davis, CA 95616, storehouse@ucdavis.edu, or fax to 530-752-8223.
If you need assistance completing this form please call (530) 752-2077*

For a full copy of the Policy please refer to: manuals.ucdavis.edu/PPM/350/350-20.htm