

# Supply Chain Management

## Permit to Purchase Tax-Free Alcohol in Excess of 25 Gallons

Instructions to Department: Fill out top portion of form and forward entire form for approvals listed below.

Date: \_\_\_\_\_

The \_\_\_\_\_ department requests approval to purchase more than 25 gallons of tax-free alcohol as allowed under Business and Finance Bulletin, BUS-2, and campus policy Policy and Procedure Manual, Section 350-20 for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Department Representative, Signature

\_\_\_\_\_  
Department Representative, Print Name

### Approvals:

#### Fire Department:

Inspection of department's storage facility was made on (date) \_\_\_\_\_, and meets fire protection standards for storing more than 25 gallons of tax free alcohol.

\_\_\_\_\_  
Inspector, Signature

\_\_\_\_\_  
Inspector, Print Name

#### Environmental Health and Safety:

Inspection of department's storage facility was made on (date) \_\_\_\_\_, and meets EH&S standards for storing more than 25 gallons of tax free alcohol.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

#### Supply Chain Management:

Approval for purchasing more than 25 gallons of tax-free alcohol is granted to the \_\_\_\_\_ department as of (date) \_\_\_\_\_.

\_\_\_\_\_  
Supply Chain Management (Chancellor's Designee), Signature

\_\_\_\_\_  
Supply Chain Management, (Chancellor's Designee), Print Name

#### Central Storehouse:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Original: Environmental Health and Safety

Copy: Central Storehouse

Copy: Requesting Department

(Note: Copies will be distributed by the Central Storehouse)