

When is alcohol allowed?

Below is an excerpt from Appendix D of our Financial Policy, this can be found at:

<https://www.mines.edu/policy-library/financial-policies-appendix-d/>.

While this list is not exhaustive it is a good starting point you can reference. Some other common situations are when taking out a candidate for a meal or hosting a non-Mines individual in a business meeting. Alcohol is not allowed for a regular business meeting with Mines associates.

<i>Matrix for Sensitive Items</i>		
ITEM DESCRIPTION	ALLOWABILITY	CONDITIONS/ADDITIONAL GUIDANCE
1. Alcoholic Beverages Expense		
a. Official Functions	Conditional	See the University's Alcohol Policy Statement.
b. Meetings/Conferences (where fees are charged for admission).	Conditional	See the University's Alcohol Policy Statement. This includes continuing education courses offered to non-Mines' students.
c. Employees in Travel Status	No	Note, however, that when official functions occur in travel status the official function guidelines apply.
d. Expenditures for alcohol by designated auxiliary operations (Retail centers licensed to serve alcoholic beverages to customers).	Yes	Restrictions apply to fund and account use.
e. Expenditures for alcohol products used as part of a research project and/or for instructional purposes.	Yes	Include business purpose with appropriate expenditure documents.

University Alcohol Approvals:

Dean Approval is required for Events with Students (even graduate students regardless of their age). You must submit the following online form at least 3 weeks in advance. Direct questions regarding this form and Dean approval to Derek Morgan. For more details specific to serving alcohol at student events you can visit: <https://www.mines.edu/policy-library/student-alcohol-policy-and-procedures/>

Form: <https://www.mines.edu/student-life/request-serve-alcohol/>

Below is an excerpt from Student Life's Alcohol Policy that is important to keep in mind when planning your event.

"All events at which students and alcohol are present must be properly approved by the Dean of Students prior to the event. This includes both on and off campus events as well as student events planned by faculty or staff members. Beer and wine are the only types of alcohol allowed at student events. Hard liquor is never permitted at student events." <https://www.mines.edu/student-life/alcohol-policy/>

Buying Alcohol:

While our policy still states that a PO is required for all alcohol purchases this is not always possible in our current climate which leads to the question, should I use my One Card or should I pay out-of-pocket and request reimbursement?

Per our One Card handbook alcohol cannot be purchased on campus One Cards, unless you seek a specific exception. If you know you will be buying alcohol from a liquor store you will need to submit a One Card Adjustment Form to request a onetime event exception.

If you are purchasing drinks at restaurant for an allowed official function, hosted and or candidate meal you can use your One Card. Since some places will not remove the tax from the alcohol portion of the bill, please make sure to confirm they remove the tax for the food portion. If you have paid out-of-pocket for the alcohol, we will reimburse the full amount including tax.

Finding an appropriate Funding Source:

Below is an overview of the different fund types we have at Mines. When buying alcohol, it is highly recommended that you secure an appropriate funding source before making your purchase. It is best practice to use discretionary or gift funding or an auxiliary fund when necessary. If you have any questions about a specific fund you can start by contacting the Travel Administrator in the MAPS office who is currently serving as AP Alcohol Review.

General Funds - All 1001 and Professional Development funds – Almost never allowed

- 1001 Funds - Indexes usually start with 2xxxxx
 - Exceptions are 27xxxx, these are school side gifts
- PD funds usually start with a 1xxxxx
 - PD rolls up to 1010 – Current Unrestricted Professional Dev

Research Development funds – Allowed with exception – seek approval from Controllers Office

- Indexes begin with a 1xxxxx
 - Rolls up to 1015 - Current Unrestricted Research Dev

Grant and Consortia Funds – Almost never allowed – If faculty/department is insistent seek ORA approval

- Indexes begin with 4xxxxx

Gift funds – Most often allowed – Look for “Discretionary” in title and/or donor documents

- Indexes begin with 6xxxxx
 - Rolls up to 27150 CSMF – Current Gift
 - Ask GAO to verify when in doubt if allowable

Auxiliary funds – Most often allowed

- Indexes begin with 3xxxxx
 - Ask GAO to verify when in doubt if allowable