Serving Alcohol at The Ohio State University

- Alcohol purchases must be justified for business-related purposes.
- Discretionary Funds are the only funds that can be used to purchase alcohol.
  - Discretionary Funds are fund numbers that begin with a 3. Before deciding to host an event or business meal with alcohol be sure discretionary funds are available for use.
  - You can speak with your fiscal associate to find out this information.
- Amounts expended for the purchase of alcohol must be reasonable. For purposes of this policy, reasonable is defined as no more than $20 per person (excluding taxes and tip).
- Alcoholic beverages are unallowable on sponsored projects.
- If spouses will be in attendance, you will need the Senior Fiscal Officer’s prior approval.
  - Please see your Fiscal Associate for this process
- If you plan to serve alcohol on campus, a minimum of 3 weeks' notice is needed
  - The request needs to be vetted by the Engineering SFO and Business and Finance,
  - Exception: You can have less than 3 weeks' notice if the event is on campus at a licensed facility, for example the Faculty Club or Blackwell.
- Alcohol cannot be served at events where undergraduates are present, even if they are 21.
- A clear plan to monitor consumption and ensuring only those over 21 are served is required.
- Someone must assume legal liability. For example, if someone consumes too much alcohol then is involved in a car accident after leaving, OSU and the people serving could be held liable.
- The original F-2 permit must be made available at the date of the event in case the Liquor Control Department were to stop by.
- Alcohol may not be served in an on-campus non-licensed facility during normal working hours (9am – 5pm).

- If you are having an event with alcohol, please give plenty of notice.