



**INSTRUCTIONS:** Request Form requires downloading the form and using [Adobe Acrobat](#) to fill out and digitally sign this document.

- 1) Fill out this digital form, sign with your Adobe [digital signature](#) and have it digitally approved by the responsible Dean/Department Head.
- 2) **Funds must be encumbered.\* Prepare an IVPO and provide the CR number.** You can finalize the IVPO for payment once the dollar amount is correctly identified.
- 3) Email your digital form to Dining Services Catering Department for review and acceptance of the scheduling request for alcohol service - [catering@etal.uri.edu](mailto:catering@etal.uri.edu). Catering will then provide the request to the Vice President for final approval.
- 4) Approved requests will be emailed to the applicant and catering.
- 5) **There is a two (2) week minimum application period requirement.** Requests received less than two (2) weeks prior to an event will not be approved.

**URI REQUEST FOR APPROVAL: ALCOHOL SERVICE/SALE**

<b>Applicant:</b>	
<b>Email:</b>	
<b>Telephone:</b>	
<b>College/Department:</b>	
<b>Event Title:</b>	
<b>Event Purpose:</b>	
<b>Event Date and Time:</b>	
<b>Event Location:</b>	
<b>Type of Service:</b>	
<b>Source of Funds/CFS:</b>	
<b>IVPO or Requisition#:</b>	

**DUE DILIGENCE:** I confirm that

- Alcohol will not be served to any student or guest under the age of 21.
- This event is not open to the public and is by invitation only.
- The [URI Alcohol Policy #10-01](#) and [Rhode Island law](#) for the service of alcohol will be followed.

\_\_\_\_\_  
Responsible Staff/Applicant [Digital Signature](#)

\_\_\_\_\_  
Responsible Dean/Department Head [Digital Signature](#)

**Requirements for the purchase, possession, service, sale, consumption and distribution of alcoholic beverages governed by the University of Rhode Island Alcohol Policy #10-01 and the State of Rhode Island can be met at the above event location.**

\_\_\_\_\_  
URI Dining Services Catering Department [Digital Signature](#)

**The sale and/or service of alcohol is allowed as specified above.**

\_\_\_\_\_  
President’s Designee: Abigail Rider [Digital Signature](#)  
Vice President, URI Administration and Finance