

REQUEST FOR AUTHORIZATION TO SERVE ALCOHOLIC BEVERAGES

NOTE: An approved copy MUST be provided to the Office of the Vice President for Finance and Administrative Services at least fourteen (14) business days prior to the event.

Name of Requestor: _____

Department or Unit: _____

Name of Event: _____

Date of Event: _____

Purpose of Event:

License Required? Yes _____ No _____

Status of License Application:

Plan to prevent underage drinking:

Source of funding for alcoholic beverages: _____

Estimated Cost: _____

Signatures:

Requestor: _____ Date: _____

Vice President (if required): _____ Date: _____

President (for GCC Foundation funds): _____ Date: _____

Date received by VPFAS and copied to GCC Police Department: _____