

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:

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