



ASUN Operating Procedure – 2013

Operating Procedure Synopsis

Title: Purchase and Use of Alcohol by Hospitality Services

Approval Date/Revision Date(s):

Review Date(s): 4/2018, 7/2019, 7/2020, 7/2021

Executive Cabinet Liaison: Vice Chancellor for Academic Affairs

Responsible Manager: Vice Chancellor for Academic Affairs

A. Purpose and Scope

This procedure provides specific guidance to Faculty and Administration in the proper manner in which to purchase, store, and utilize alcohol in the Hospitality Services related programs. Individuals involved in fulfilling the requirements of this operating procedure include the Assistant for the Vice Chancellor for Academic Affairs, Vice Chancellor for Academic Affairs, Academic Deans, Associate Deans, Faculty, and students. This operating procedure in no way is meant to conflict with the ASU System Alcohol Policy (Resolution 09- 92).

B. Definitions

N/A

C. Procedures

Procurement

- A detailed purchase requisition must be submitted to the Director of Procurement prior to the purchase of any alcoholic product that will be used in a classroom or lab setting. No individual purchases will be allowed without prior approval.
- Faculty should make a concerted effort to limit the number of times of purchase to a maximum of two instances per academic year.
- Both the Dean of Applied Sciences and the Hospitality Services faculty will be required to visit the vendor to procure the alcohol.
- The purchase must be made on the P-Card that has been authorized by the VC for Fiscal Affairs to be used in facilitating the purchase.
- A delegation form must be on file from the P-card holder, prior to usage from the Hospitality Services faculty person. Once the delegation form is on file, the MCC Code will be opened by the Director of Procurement and the Hospitality Services faculty will then be allowed to use the P-card for alcohol purchase.
- A detailed receipt from the vendor must be submitted in timely manner to the P-Card Coordinator for ASUN.

Storage and Removal

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

- All alcoholic products are required to be stored in a locked cabinet in an office area that is not readily accessible to students or visitors.
- A detailed inventory listing is to be kept at all times to track usage and storage levels. This should include a usage log that details dates and amounts of usage and signature of the faculty member responsible. Part-time help nor work studies shall inventory to alcoholic products.
- Audits of inventory and purchase records can be conducted at any time by Fiscal Affairs personnel.

Utilization

- Utilization of alcohol will always be under the direct supervision of the faculty member in charge of the class setting.
- Alcohol will be utilized only in a setting that requires alcohol as an ingredient needed in the cooking process. It will never be utilized to drink in a classroom setting by students or faculty.
- No students under the age of 21 will be allowed to handle alcohol in any circumstance. Students under the age of 21 will only be allowed to observe other students or faculty in the proper utilization and application of the alcohol in the demonstration of the cooking method or technique.
- No alcohol will be permitted to be out of the direct control of the Faculty member at any time when not secured in a locked storage area.

The procurement process requires ASUN Fiscal Affairs to seek special permission of the State of AR Office of State Procurement prior to any individual purchase of alcoholic beverages for use in a classroom setting. Purchase of alcohol for consumption with University funds is strictly prohibited by state law, and is only permitted for usage in the academic process outlined in this operating procedure.

NOTE: Any unused alcohol not fit for use in cooking should be destroyed and documented by the VC for Academic Affairs, appropriate Academic Dean, and the Hospitality Services faculty member.

Diligent record keeping should be strictly adhered to by the faculty member to account for the usage of alcohol. The Hospitality Services faculty member will be responsible to instruct students as to the proper usage and control of alcohol in the course curriculum.

D. Related Information
