

**Statement of Responsibility
for Alcoholic Beverages Purchased
for Brown University-sponsored Function(s)**

I acknowledge my responsibilities as outlined below for the alcoholic beverages purchased from _____ for service at the following function(s):
(vendor)

1. _____
Date /Time Event's Purpose Location # of persons expected
2. _____
Date /Time Event's Purpose Location # of persons expected
3. _____
Date /Time Event's Purpose Location # of persons expected

- Alcoholic beverages will not be offered or served to minors.
- Alcoholic beverages will not be offered or served to individuals who appear to be intoxicated.
- Leftover stock is the property of Brown University and will not be given to function participants at the end of the event.
- Alcoholic beverages should be stored in between events in a locked storage area on campus.
- The host is responsible for the alcoholic beverages, and should limit access to their storage area accordingly.
- Purchasing should be contacted for advice and assistance with disposal or return of unopened bottles.

Signature of University Host	Date
Signature of Department head (if different from University Host)	Date

Copy 1: Controller/Purchasing --to be attached to the purchase requisition or request for reimbursement.
Copy 2: University Host