



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

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**ALCOHOL, TAX FREE**

The University of Texas at Dallas is licensed by the Bureau of Alcohol, Tobacco and Firearms of the U.S. Department of the Treasury to obtain and distribute tax free 190 proof and 200 proof alcohol for research and educational purposes. The annual licensing period is May 1 through April 30.

Each January, the University forwards to the Department of the Treasury:

1. License renewal request signed by the Vice President for Business Affairs.
2. Report of Tax Free Alcohol User signed by the Vice President for Business Affairs.

The location and facilities provided for alcohol storage at UTD/Richardson and UTD/Callier Center on Inwood Road in Dallas are subject to:

1. Requirements of the U.S. Treasury Department.
2. Periodic inspection by representatives of the Treasury Department.

- A. Requisitioning Procedure: Alcohol is issued only to those who have been approved by the appropriate Deans and the Vice President for Business Affairs. Prior to September 1 of each year, a letter (see Exhibit F3) authorizing specific individuals to withdraw alcohol is submitted to the Receiving Department by the appropriate Deans.

Requests are made on a Central Stores Requisition form (see Exhibit F6), complete with proper signature authority, and must include:

1. Type and amount of alcohol required.
2. Account to be charged.

- B. Hours of Withdrawal: Alcohol is issued to authorized requisitioners between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, at both UTD/Richardson campus and UTD/Callier Center.



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**ALCOHOL, TAX FREE, Continued**

C. Responsibilities of Receiving Department: The Receiving Department is responsible for:

1. Maintaining the approved inventory level.
2. Establishing and maintaining secure storage areas.
3. Issuing requested quantities.

Each November, departments are canvassed to list their needs for the next licensing year; these requests are organized by Receiving personnel.