

PIEDMONT VIRGINIA COMMUNITY COLLEGE

REQUEST FOR AUTHORIZATION TO SERVE ALCOHOLIC BEVERAGES

NOTE: This form **MUST** be completed in hard copy. Electronic submissions are **NOT** acceptable. An approved copy **MUST** be provided to the Office of the Vice President for Finance and Administrative Services at least two (2) working 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 PVCC Foundation funds): _____ Date: _____

Date received by VPFAS and copied to PVCC Security: _____