



ORDER FOR ALCOHOL

2901 Talmage Avenue S.E.
Minneapolis, MN 55414
PH: (612) 624-4878
Fax: (612) 624-5778

EFS Purchase Order/Blanket Order #

Date

AUTHORIZATION TO PURCHASE ALCOHOL

Please provide the following information each time alcohol is ordered.

- 1. What is the estimated amount of alcohol used per month?
2. What is the average amount of alcohol in storage per month?
3. Please circle type of storage for alcohol: Chemical Storeroom / Fume Hood / Flammable Storage Cabinet
4. Is the Laboratory / Cabinet locked when not attended?
5. Alcohol is stored in the following Room and Building:
6. Will this alcohol be redistributed to other users or locations within the University?
7. Person ordering alcohol is authorized to place the order?
Authorized Department Signature
Auth. Signature X.500

**Signature acknowledges important information listed below.

Alcohol to be used exclusively for educational, scientific research, or medicinal purposes

Order

Table with 4 columns: Quantity, Stock, # Units, Description. Lists various alcohol products like 200 Proof Ethyl Alcohol in different quantities and packaging.

Delivery Address (Please Print)

Department Name:
Room and Building:
Person Placing Order: Telephone Number
Person Placing Order X.500: E-Mail Address:

JUSTIFICATION:

**Important Information:

This form must be completed, and faxed or mailed to U Market @612-624-5778 before any alcohol can be issued.

U-Market Services holds the U of M site licenses for alcohol purchases with the Federal Bureau of Alcohol, Tobacco, and Firearms (BATF), and is responsible for maintaining a list of customers and the volume of alcohol delivered to each location for audit purposes.