U Market Services
University of Minnesota

Email this form to to the U Market Services at ***ums@umn.edu****.*
If you have further questions call 612-624-4878.

ALCOHOL ORDER FORM

AUTHORIZATION TO PURCHASE ALCOHOL

Please provide the following information each time alcohol is ordered.

1. U Market Purchase Order / Blanket Order #: _____ Date: _____
2. What is the estimated amount of alcohol used per month? #_____ Gallons
3. What is the average amount of alcohol in storage per month? #_____ Gallons
4. Type of storage for alcohol: ○ Chemical Storeroom ○ Fume Hood ○ Flammable Storage Cabinet
5. Is the Laboratory / Cabinet locked when not attended? ○ Yes ○ No
6. Alcohol is stored in the following Building and Room: _____
7. Will this alcohol be redistributed to other users or locations within the University? ○ Yes ○ No
8. Person ordering alcohol is authorized to place the order? ○ Yes ○ No
9. Authorized Signature*: _____ Authorized Signer's Email: _____

(*Signature acknowledges that the alcohol is to be used exclusively for educational, scientific research, or medicinal purposes.)

Quantity	Product #	# Units	Description
	CX20445	Gallon/Each	200 Proof Ethyl Alcohol (4 Gallon/Case)
	CX20460	5 Gallon	200 Proof Ethyl Alcohol (Each)
	CX20457	Gallon/Each	190 Proof Ethyl Alcohol (4 Gallon/Case)
	CX20461	5 Gallon	190 Proof Ethyl Alcohol (Each)
	CX20458	54 Gallon Drum	190 Proof Ethyl Alcohol (Drum/Each)
	CX20446	54 Gallon Drum	200 Proof Ethyl Alcohol (Drum/Each)

DELIVERY ADDRESS:

10. Department Name: _____
11. Room & Building: _____
12. Person Placing Order: _____ Phone Number: _____
13. Email Address of Person Placing Order: _____

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IMPORTANT INFORMATION ABOUT ALCOHOL USAGE

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.

Departments are responsible under penalty of law to assure that alcohol is used exclusively for education, scientific research, or medicinal purposes. Disposition records must be maintained by departments for any alcohol transferred to a University of Minnesota room and building not listed above. This is required by the Federal Bureau of Alcohol, Tobacco, and Firearms (BATF), and departments risk substantial tax penalties for not maintaining this information.

Departments are not allowed to transfer any alcohol outside the University of Minnesota for any reason. U-Market Services will forward a quarterly report of alcohol purchases to The Department of Environmental Health & Safety (DEHS), as well as copies of these order sheets. This information will be used by DEHS to verify storage, security, and safety of alcohol in departments.