

Alcohol Usage and Reimbursement-University Events IST_FN-08 Administrative Guideline

[Penn State policy \(FN 10\)](#)

Alcohol purchases should not exceed two beverages or \$15 per person. Guests can order top shelf beverages and premium wine by the glass. IST employees cannot order top shelf beverages and premium wine by the glass.

Guests can order alcohol before 3 p.m. Penn State/IST employees cannot order alcohol before 3 p.m.

Alcohol purchases will only be reimbursed if they comply with the above-specified expectations and if the individual has:

- discretionary funds they control, which will be used to cover the expenses, or
- received prior approval to charge these alcohol expenses to college discretionary funds.

Alcohol purchases in connection with the hosting of faculty search candidates is pre-authorized by the Dean. No prior approval is required.

Approved by: Dr. Andrew Sears, Dean, 05/01/17