

## STANDARD ADMINISTRATIVE PROCEDURE

- 34.03.99.M0.01 Alcoholic Beverages**  
*Approved March 27, 1998*  
*Revised April 3, 2000*  
*Revised July 25, 2001*  
*Revised March 7, 2005*  
*Revised September 13, 2006*  
*Revised August 15, 2007*  
*Revised October 9, 2007*  
*Revised August 25, 2009*  
*Revised March 25, 2019*  
*Revised June 3, 2022*  
*Next scheduled review: June 3, 2027*

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### Standard Administrative Procedure (SAP) Statement

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Related to System Policy 34.03, *Alcoholic Beverages*, this SAP provides guidance on processes, responsibilities, what information is required to host an event involving alcohol, and how this information should be submitted for approval.

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### Official Procedure/Responsibilities

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#### 1. GENERAL

Possession or consumption of alcoholic beverages on property under the control of the university is not permitted except in special use buildings and facilities as designated by the president, approved by the chancellor, and subsequently reported to The Texas A&M University System Board of Regents on an annual basis. A listing of locations approved for possession or use of alcohol can be found [here](#).

Approved, non-restricted locations are not subject to approvals or contracted vendor requirements. These approved locations include private residences and/or leased facilities. See the [approved list](#) of locations for more details.

The University prohibits the use or possession of alcoholic beverages on campus by any individual under the age of 21.

#### 2. PURCHASES

All purchases of alcoholic beverages by any TAMU unit must comply with the following:

2.1 [System Regulation 21.01.03, Disbursement of Funds.](#)

2.2 Authorized Source of Funds

2.2.1 The President hereby delegates the authority to the Provost and Executive Vice President, Chief of Staff to the President, Vice President for Finance and CFO, Vice President for Enrollment and Academic Services, Associate Vice President for Finance and Controller, , Director of Athletics, and the Vice President for Student Affairs to approve specific accounts for the purchases of alcoholic beverages consistent with state law. Approvals must be in writing, and copies must be provided to the Associate Vice President for Finance and Controller. Vice Presidents will notify units under their purview of authorized accounts.

2.2.2 Additional guidelines are provided in section 2 of [System Policy 34.03, Alcohol Beverages.](#)

2.3 With the exception of funds under the control of the Athletic Department, funds on deposit at the Texas A&M Foundation, Texas A&M University Research Foundation, the Association of Former Students, and other supporting or affiliated entities may be used to make purchases of alcoholic beverages, in accordance with the respective policies of those entities, for the benefit of TAMU.

2.4 Authorized Use of Funds for TAMUQ purchases

2.4.1 All purchases of alcoholic beverages by TAMUQ must comply with the following:

2.4.1.1 Purchases may not be excessive, must be reasonable and prudent, and must be approved in advance by the TAMU Provost and Executive Vice President for any off campus activities.

2.4.1.2 Reimbursements or purchases may not be made from the TAMUQ Management fee or funds provided by under agreements with the Qatar Foundation.

3. REQUESTS FOR APPROVAL

All events involving alcohol, held on property under the control of the university, must be approved in advance by the Vice President (or designee) or Dean with oversight of the event. The department will submit a Request for Alcoholic Beverage Service at TAMU Form (Appendix I) for approval.

3.1 Blanket approval request may be submitted in advance to the Vice President (or Designee) or Dean with oversight of the event utilizing the Request for Alcoholic Beverage Service at TAMU Event Form. Requirements for multiple event blanket requests must meet the following:

1. Event must be held at the same location, for the same purposes, utilizing the same vendor with the same expected number and mix of event guests.
2. Blanket approval is designed to provide a streamlined approval process for identical events which may occur multiple times in a single year.
3. No blanket approval may be extended beyond one year.
4. Each blanket approval must be reviewed via a new authorization request on a yearly basis.

5. Should the nature of the event change in any way, a single event authorization request for the changed event must be submitted for consideration.

Blanket approvals are limited to event approvals. All other requirements must be followed as specified in this SAP.

- 3.2 The Texas Alcoholic Beverage Commission (TABC) may charge an expeditious fee if the request for a catering certificate is not received at least 10 business days prior to an event. Therefore, work with the caterer to ensure there is adequate time to get University approval so that the caterer can then submit the catering certificate request prior to the 10 business day deadline. If each of the following apply to the event, there is not a requirement to meet the 10 business day deadline:
  - a) the event is private and not open to the public,
  - b) attendance at the event is less than 500 people,
  - c) wholesale alcohol sales are under \$10,000,
  - d) the property owner of the location has granted permission for alcohol to be sold on the premises, and
  - e) there are no sponsorships for the event from an upper tier member of the industry.

#### 4. SERVING ALCOHOL

A licensed contracted vendor must be used to serve alcohol at events.

Service of alcoholic beverages at the TAMU Qatar campus is prohibited.

#### 5. CONTRACTED VENDORS AND AGREEMENTS

Departments that contract with licensed vendors for alcohol purchases or service are required to execute a written contract between the TAMU department hosting the event and licensed vendor. Departments must use and submit the Vendor Services Agreement (Appendix II) to the Office of Contract Administration and the Dean for approval in advance of the event.

TAMU currently has a master contract with Chartwells and Levy's, so departments using either of these vendors are not required to use the Vendor Services Agreement for alcohol purchases or services.

#### 6. SECURITY

The event approver (see Section 3) may require security during event(s) in which alcohol is served. The approving party is encouraged to consult with UPD for advice on when and how much security is advisable. Requests for UPD security should be submitted no less than 2 weeks prior to the event date. See <https://upd.tamu.edu/Pages/Scheduling-Security.aspx> for details.

Events held in off-campus, short-term leased facilities such as a hotel or private event facility shall meet the security requirements of the leaser and applicable city or county ordinances.

#### 7. ADVERTISEMENT

Sponsorships or underwriting of University events shall exclude promotion of alcoholic beverages. The Vice President for Finance and CFO has the delegated authority to authorize exceptions in any case where an event producer has pre-existing contractual sponsorship

agreements and where failure to honor such would prohibit the event from being produced upon the University campus. In such cases, event publicity or staging may acknowledge sponsorship of the event by an alcoholic beverage promoter. Agreements with promoters must distinguish between acknowledgement of event sponsorship and product promotion. Acknowledgement of sponsorship is permissible while product promotion is not permissible. This provision extends to commercial products and publications bearing the University insignia. The Battalion is exempt from this provision. (Also see University Rule [21.99.09.M1, Access to University Property for Sales and Solicitation Purposes.](#))

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## **Related Statutes, Policies, or Requirements**

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*Supplements* [System Policy 34.03](#) and [System Regulation 21.01.03](#)

[Appendix VIII: Texas A&M University Alcohol Rules That Apply to Student Organizations, and Others](#)

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## **Contact Office**

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Office of Risk, Ethics, and Compliance