MEMORANDUM

TO: Steven Murphy, President and Vice-Chancellor

FROM: [Dean or Vice-President]

RE: [Name and date of event]

DATE: [Today’s Date]

In accordance with the university’s Expense Policy, I am writing to request approval for the serving of alcohol at an upcoming event. [Name, date, time, location and purpose of the event.]

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Name of Dean or Vice-President  
Position

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Approved by Date  
Steven Murphy  
President and Vice-Chancellor