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.]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Dean or Vice-President
Position

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Date
Steven Murphy
President and Vice-Chancellor