



UC San Diego

Policy & Procedure Manual

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STOREHOUSE

Section: 526-3

Effective: 10/05/1987

Supersedes: 10/07/1975

Review Date: TBD

Issuance Date: 10/05/1987

Issuing Office: [Marketplace](#)

AUTHORIZATION TO PURCHASE 190 AND 200 PROOF ABSOLUTE ALCOHOL

I. REFERENCES AND RELATED POLICIES

- A. Systemwide Business and Finance Bulletin (BFB)
BUS-2 Tax-Free Alcohol Permits, Reports and Operations
- B. Federal Register of March 6, 1985
Department of the Treasury - Bureau of Alcohol, Tobacco and Firearms, Section 27 CFR
- C. UCSD Policy and Procedure Manual (PPM)
[526-1](#) Central Stores Functions and Services.

II. RELATED PROCEDURES

- Storehouse Catalog (current edition)
- Storehouse Requisition, FO 2107

III. POLICY

Central Stores is authorized to stock and sell tax-free 190 and 200 proof absolute alcohol at the Campus Corner Store and the SIO Storehouse. All issues of absolute alcohol require special authorization as well as special handling. Department heads must annually submit letters of authorization (in duplicate) to the Stores Manager, Q-046, for any personnel in their departments who will be purchasing tax-free alcohol. The letter MUST be on departmental stationery and signed by the department head (see *Exhibit A*).

IV. PROCEDURE

A. Authorization

Tax-free absolute alcohol will only be issued to persons listed on the active authorization list maintained at locations 2 - SIO Storehouse, and 4 - Campus Corner Store.

University of California, San Diego Policy – PPM 526 - 3
PPM 526 – 3 Written Authorization to Purchase 190 & 200 Proof Absolute Alcohol

B. Issuance

Tax-free absolute alcohol will only be issued over-the-counter. Quantity issued and signature of authorized person will be recorded.

C. Containers

Bulk tax-free absolute alcohol will only be issued in Environmental Health & Safety approved safety cans or 1 gallon polypropylene bottles.



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EXHIBIT A

(DEPARTMENTAL LETTERHEAD)

TO: Ralph W. Roblee

FROM:

SUBJECT: Authorization to Purchase 190 and 200 Proof Absolute Alcohol

The person named below has been assigned the duty of Alcohol Custodian for this department and is authorized to purchase subject material from the Campus corner Store or SIO Storehouse.

(Alcohol Custodian)

DEPARTMENT HEAD/CHAIR