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Subject: DIRECTIVE, McGill University Alcohol Beverage Purchases Procedure

AUTHORITY

The present Directive is issued under the authority assigned to Procurement Services by the Procurement Policy.

PART I – PURPOSE AND SCOPE

- 1.1. Considering organizational changes relative to the purchase of alcoholic beverages for on-campus events, a new procedure is adopted. This document defines the steps to be followed and options available for the payment of such purchases.

PART II – INSTRUCTIONS

- 2.1. You will need to apply for a McGill Issued Alcohol Permit or Landlords Letter by completing an [Online Form](#). Please see details by visiting [McGill Alcohol Permit Procedure](#).
- 2.2. Obtain a quote from McGill Caterer “Dana Hospitality Limited Partnership” by sending an email to catering.mcgill@dexterra.com or call (438) 861-6223. A copy of the McGill issued Alcohol Permit or Alcohol permit from the [Regie des alcools, des courses et des jeux](#) (RACJ) and/or Landlords Letter will be required to obtain a quote.
- 2.3. Alcohol must be purchased through the McGill MarketPlace through the above-mentioned supplier.
- 2.4. Alternatively, for events of less than 200 persons in attendance, employees can purchase alcoholic beverages (in Quebec stores only) and request a reimbursement via an Expense Report. The Expense Reimbursement **must** include a copy of the McGill-issued alcohol permit or a permit issued by the [Regie des alcools, des courses et des jeux](#) (RACJ).
- 2.5. Alcoholic beverages cannot be purchased through McGill PCard.
- 2.6. All Consumption of Alcoholic beverages must respect “McGill Policy Concerning Alcohol, Cannabis and other Drugs” available [here](#).