

**Policies, Procedures and Regulations  
Regarding Use and Purchase of  
Alcoholic Beverages**

**Agricultural and Mechanical University  
Purchasing Manual  
Office of Procurement Services**

**7.0 Unauthorized Purchases**

The following types of purchases are not authorized at any time:

**7.1.3 Purchases of a Personal Nature**

The expenditures from University funds for the items listed below are prohibited unless a clear business purpose exists:

- Alcohol;
- Congratulatory telegrams;
- Flowers and/or telegraphic condolences;
- Entertainment for visiting dignitaries;
- Food items - refreshments, such as coffee and doughnuts;
- Decorative items, such as globes, statues, potted plants, desk lamps, picture frames, and wall hangings;
- Christmas or other greeting cards and postage for such cards;
- Personal subscriptions to magazines and trade journals;
- Gifts - for example: desk pen sets;
- Coffee pots and supplies;
- Portable heaters;
- Fans, for personal use; and
- Refrigerators, stoves or microwave ovens for personal use.

**Florida Agricultural and Mechanical University**  
**System of Student Body Statutes**  
*Revised: November 2008*

**Chapter 704 Prohibited Expenditures of Activities and Service Fees**

The Student Government Association and all specific entities funded by Activity and Service Fees must follow the Florida A&M University Purchasing Rules and Procedures. Prohibited expenditures of Activity and Service fees are classified as follows:

1. Funding of Social Greek Letter organizations (Sororities and Fraternities) and their auxiliary (e.g. Sweethearts, Interest Clubs, etc.) organization; (Honor Societies that are represented by Greek lettering are not included.)
2. Funding of councils representing Greek organizations.
3. Direct or indirect financial support to a political candidate, political party, or political committee continuous existence as defined in Florida Statutes, Section 106.001.
4. Subsidize dues of any organizations.
5. Alcohol and any illegal substance
6. Use of Activity and Service Fees to raise funds, except for SGA sponsored concerts.
7. Booster Clubs or any fundraising entities.

**PROVISIONS OF THE FLORIDA A&M UNIVERSITY  
STUDENT HANDBOOK  
“The Fang”**

**Alcoholic Beverages – Regulation 3.021**

- (3) Upon satisfaction of all legal and regulatory requirements, the possession, service, sale, consumption or distribution of alcoholic beverages at FAMU is restricted as follows:
- a) No alcoholic beverages may be possessed, served, sold, consumed or distributed at the University except the following FAMU Designated Areas: President’s Box (Bragg Stadium); Alumni House; Faculty Club House; Center for Viticultural Sciences & Small Fruit Research Center for Water Quality; Alfred Lawson Multipurpose Teaching Gymnasium, Grand Ballroom/Student Union; Black Archives; President’s Club (located at the northern end zone of the stadium during football games and other stadium events); Bragg Stadium; and the College of Law.
  - b) No individual under the legal drinking age of 21 may serve, sell, purchase, distribute, consume or possess alcohol on FAMU properties or at FAMU sponsored activities or events except to the extent permitted by law or unless specifically engaged in an approved and supervised academic program that does not involve the actual ingestion of alcohol by an individual under the legal drinking age.
  - c) Alcoholic beverages must be served by a licensed and insured third party vendor, who is properly trained regarding Florida’s underage drinking laws and who has appropriate permits. Alcoholic beverages shall not be served to persons under the legal drinking age.
  - d) All members of the FAMU community (trustees, administrators, faculty, staff, students, direct support organizations, vendors and guests) must adhere to all applicable federal or state laws, local ordinances and FAMU regulations and contracts related to the possession, service, sale, consumption or distribution of alcoholic beverages at the FAMU Designated Areas as appropriate. The requisite permit for the sale of alcoholic beverages must be obtained from the Division of Alcoholic Beverages and Tobacco of the State of Florida.
  - e) A written document, contract or agreement, facility request form, memorandum or letter describing the type of event, number of attendees and appropriate event controls shall be submitted to the President or President’s designee for approval at least two (2) weeks prior to the scheduled date of the event at the FAMU Designated Areas. Approval may be granted based on demonstrated intent to comply with the 83 requirements set forth in this regulation and proof of appropriate licenses and permits for such events. Any event which will have student attendance also will require the approval of the Vice President for Student Affairs and the Dean of Students.
  - f) Individuals or groups who are approved to have an event where alcoholic beverages will be served or consumed at the FAMU Designated Areas will be held responsible for the event. Any announcement or advertisement, including but not limited to a flyer, notice, poster, banner, tee-shirt, promotional item, newspaper and radio advertisement concerning the event shall note the availability of non-alcoholic beverages at the event as prominently as the availability of alcoholic beverages and note that proper identification is required in order to be served or sold alcoholic beverages, and shall not make reference to the amount of alcoholic beverages to be served at the event. Such advertisements or announcements shall not portray the drinking of alcoholic beverages as a solution to personal or academic problems or as necessary to social, professional, political, personal or academic success.

- g) The only alcoholic beverages that may be served, sold, purchased, distributed, consumed or possessed at FAMU are those alcoholic beverages served at the activity or event, and the served alcoholic beverages must be consumed within the facility or space designated.
- h) The FAMU Department of Public Safety (Department) must be notified of any and all events involving the possession, service, sale, consumption or distribution of alcoholic beverages at FAMU. The Department will determine if a uniformed member of, or substitute by the Chief, must be present during the event. In such cases, the Department's expense must be paid by the sponsoring individual(s) or group(s) unless waived by the President or President's designee.