DATE

Richard Lange, MD, MBA

President

Texas Tech University Health Sciences Center El Paso

5001 El Paso Dr.

El Paso, Texas 79905

 RE: Authorization to Serve Alcohol at On-Campus Event

Dear Dr. Lange,

This letter serves as a request for permission to have TYPE OF ALCOHOL served for EVENT NAME hosted by DEPARTMENT NAME/HOST to be held on DATE at PLACE.

EVENT DESCRIPION TO INCLUDE NUMBER OFATTENDEES AND ATTENDEE TYPE (i.e. STUDENTS, FACULTY, STAFF, DONORS, ETC.) Please also include whether this event will be a *hosted bar* or *cash bar.*

Per HSC El Paso OP 72.16, NAME OF VENDOR meets the following criteria:

(a) Alcohol can only be served by vendors properly licensed by the Texas Alcoholic

 Beverage Commission (TABC) to serve or sell.

(b) All servers must be TABC certified and follow the TABC rules concerning the

 serving and dispensing of alcohol.

(c) The vendor is required to provide proof of licensure and to ensure all servers are

 TABC certified.

(d) The event agreement from the vendor/caterer must contain a clause indemnifying

 TTUHSCEP and TTUS along with evidence of insurance compliant with current

 TTUHSCEP and TTUS standards.

If you have any questions, please feel free to contact me by phone at PHONE NUMBER.

Sincerely,

NAME

 **APPROVALS:**

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Approved Date

Annette Hinojos, Managing Director – Payment Services

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Approved Date

Richard Lange, MD, MBA, President and Dean

Please follow the following guidelines mentioned below and attach all documentation needed for approval:

1. These requests will need to be sent **30 days** prior to event.
2. Pre-approval forms should accompany all alcohol requests.
3. Provide copies of licenses and certificates, including risk management indemnification.
4. Send all paperwork by intercampus mail to Annette Hinojos, Purchasing, MSC51010 – ***Please DO NOT email.***
5. Annette will forward to the Office of the President for president’s signature.
6. A log of all incoming requests will be kept.

 *Revised date 10/02/2023*