Buying Manual

Subject: Purchases with Special Procedures

Title: Ethyl Alcohol

Number: 601

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Ethyl Alcohol

Ordering and Control

Cornell must comply with federal laws set by the U.S. Department of Treasury when purchasing Ethyl Alcohol. Special procedures are in effect to govern the ordering, use, control and reporting of tax-free alcohol required for University use.

End user/Unit/BSC:

All locations where Ethyl Alcohol will be used or stored must appear on Cornell's license to buy tax-free alcohol. To have a new location added or to delete a location no longer applicable to the license, please contact Procurement Services (Procurement).

Procurement will maintain the license for ethyl alcohol, including annual renewal.

For questions about purchasing ethyl alcohol, please reach out to askEHS.