



Ethyl Alcohol Request

Building:_____ **Room Number:**_____ **Date:**_____

Issue of the following tax-free ethyl alcohol is requested for laboratory use.

Quantity	Description - Proof	Intended Use

Alcohol should be charged to Account : _____

Signature: _____

Issue Authorized By: _____

Issued By:_____ **Date:**_____

Instructions:

1. This requisition will be completed by the person requiring the alcohol, approved by the supervisor, and submitted to the Alcohol Custodian for issue.
2. All tax-free ethyl alcohol must be placed in approved storage cabinets outside of working hours. These cabinets must be inspected and certified by US Alcohol & Tobacco Tax Agents before being used. The cabinets cannot be used for the storage of any other material.
3. Individuals to whom tax-free ethyl alcohol is issued are required by tax regulations to maintain records which show, in detail, how the alcohol was expended. These records must be reported monthly to the Custodian who must then retain them for three years.