

SECTION 8: SPECIAL COMMODITY PROCEDURES

SUBJECT: ETHYL ALCOHOL PROCEDURE 8.20

POLICY: Purchases of ethyl alcohol (ethanol) are made in eProcurement and may only be placed by authorized users. Users receive authorization from their department Authorizer. All purchases, use and storage of ethanol must be in compliance with UW APS 15.1¹ as well as any other relevant laws and regulations.

PROCEDURE:

Orders for ethyl alcohol must be performed by an authorized user and shipped to a UW location covered by UW's Federal Industrial Alcohol User Permit, which authorizes the purchase of tax-exempt alcohol.² Furthermore, the alcohol must be for a purpose within the scope of the UW's Federal Industrial Alcohol User Permit and Washington State Alcohol Permit, which is renewed annually for the period July 1 to June 30.³ Alcohol must be used and stored in accordance with EH&S guidelines and all fire codes as flammable liquids. Departments must maintain an accurate inventory of all ethyl alcohol products and their locations.

To place orders for alcohol:

1. Log into eProcurement⁴
2. Click on the "Create" tab at the top of the screen and choose "Requisition" from the dropdown menu
3. Enter "ethanol" or "alcohol"
 - a. **Do not** punch-out to a supplier punch-out catalog
4. Find the required item and choose "Add to Cart"
5. Title requisition on Summary screen
6. Verify that the budget and ship to address are accurate
7. Click "Submit"

¹ Available at: <http://www.washington.edu/admin/rules/policies/APS/15.01.html>

² Available at: <https://f2.washington.edu/fm/ps/sites/default/files/eProcurement/fedalc2013.pdf>

³ Available at: <https://f2.washington.edu/fm/ps/sites/default/files/purchasing/State%20Permit%20valid%20to%206-30-15.pdf>

⁴ Available at: <https://ar.admin.washington.edu/AribaBuyer/uw/login.asp>