

Alcohol Service Pre-Approval Request Process:

Travel, PCard, and Expense

June 9, 2026



THE OHIO STATE UNIVERSITY

OFFICE OF STUDENT LIFE



Modernizing the ASA Process



Why the ASA Process Changed:

- AOD policy revised and approved
- Prior process relied on a single ASA review model
- **Goal:** clearer, more consistent alcohol event review
- Better support for eligible small internal faculty/staff culture-building events
- Improve planning timelines and routing



What Changed Operationally



- 1. Tiered Approval Pathways**
 - Moved from one review model to pathways based on event type and complexity.
- 2. Defined Internal Faculty/Staff Event Options**
 - Created streamlined options for eligible small internal culture-building events.
- 3. Clearer Definitions and Roles**
 - Clarified University-Sponsored Events, Internal Host responsibilities, and unit expectations
- 4. Workday-Based Intake and Routing**
 - Standardize submission, automate routing, and strengthen accountability.



Alcohol Service Approval Pathways



Internal Event Path 1: Licensed Service

- Small Faculty/Staff-only events (≤ 50)
- Alcohol served by licensed bartender or venue
- Review time: 3 days

Internal Event Path 2: Unit-Managed Service

- Small Faculty/Staff-only events without a bartender (≤ 25)
- Beer & wine only
- Review time: 3 days

Event Path 3: Comprehensive Review

- Events requiring full review (additional guests beyond faculty/staff, fundraising, large events, etc.)
- Review time: 2 – 6 weeks



Workday Request Process



The New Alcohol Service Pre-Approval Request:

- One starting point in Workday
- Captures event details (attendance, location/venue, etc.)
- Identifies likely approval path
- Routes for review/attestation for eligible internal faculty/staff events
- Triggers comprehensive review when needed



New Workday Form

Demo



What Units Should Know



The New Starting Point (Pre-Approval Form)

- Internal Host drives submission
- Routing follows Internal Host cost center / SFO
- Internal Pathways 1 and 2 are streamlined but still require review/attestation
- Path 3: Comprehensive Review needs earlier planning and may require attachments/consultation
- Units are encouraged to plan early



What's Next & Available Resources



Effective Date July 1, 2026

- Revised AOD Policy
- Workday Alcohol Service Pre-Approval Request process

Available Resources

Links will be shared once published closer to the July 1 effective date.

- Alcohol Service Requirements & Best Practices webpage *(forthcoming)*
- Workday job aid *(forthcoming)*
- Student Organization specific guidance *(forthcoming)*
- ASArequests@osu.edu for questions or complex event planning



Thank You!



Any Questions?