*Date*

**MEMORANDUM**

TO: Jeff Burton

Vice President and Deputy CFO

THROUGH: [Name]

[Title]

FROM: [Name]

[Title]

SUBJECT: Purchase of Alcoholic Beverages on Account [*Insert Account #*]

In accordance with Standard Administrative Procedure [34.03.99.M0.01](https://rules-saps.tamu.edu/PDFs/34.03.99.M0.01.pdf), I request authorization to purchase alcoholic beverages from account [*Insert Account #*].

[*Insert relevant details and justification*]

Thank you for your consideration of this request. If additional information is needed, please contact me at [*Insert contact details here*].