***\*\*ON UF Department Letterhead\*\****

***EXAMPLE***

*Today’s Date*

Memorandum

TO: Finance & Accounting

FROM: *DDD*

SUBJECT: Purchase of Alcoholic Beverages

The alcoholic beverages purchased by the *Department* were made available to participants at the *Name of Program* on *DATE*. The participants were adult working professionals, primarily non-governmental personnel (see attached list). Payment for beverage purchase was covered by fees collected from private sources – program *Number*.