Alcohol-Related Occurrence Log For Off-Premise Licensees

Anytime something suspicious, questionable, or problematic occurs related to the sale of alcohol, please record it here so that store management may become aware of it and so that there is a record of the action taken. Please give as much detail as possible (such as the name and state on ID, physical descriptions of individuals involved, what the person did or tried to do, what made you feel it was questionable or problematic, etc.). Please accurately record the date and time this happened.

Date	Time	Your Name	Situation/Incident Description	Action Taken