

State of Iowa

1948

Rules and Regulations

Relative to Purchases
Made by

Iowa Liquor Control Commission



Adopted under Authority of
Chapter 93.1 of the Code of
Iowa, as expedient and nec-
essary for the efficient ad-
ministration of the provisions
of the Iowa Liquor Control
Act, and supersedes all other
Rules and Regulations adopted
prior to January 1, 1948



To be effective as
of January 1, 1948



Published by
THE STATE OF IOWA
Des Moines

INDEX

LIQUOR REPRESENTATIVES

	Page
Reg. 1 Representatives Must Register.....	1
Reg. 2 Solicitation of Employees Prohibited	1

TRANSPORTATION AND WAREHOUSE

Reg. 3 Transportation of Liquor.....	1
Reg. 4 Rules and Regulations as Between Shippers and This Commission....	2

PURCHASES

Reg. 5 Procedure for Presentation of New Items—Hearings	7
Reg. 6 Liquor Samples	8
Reg. 7 Purchase of Liquor.....	9
Reg. 8 Purchase of Equipment and Supplies	9

LABELING

Reg. 9 Iowa Certification Label.....	11
Reg. 10 Federal Labeling Regulations Adopted	11
Reg. 11 Sales Information	11

State of Iowa

1948

Rules and Regulations

Relative to Purchases

Made by

Iowa Liquor Control Commission

☆ ☆ ☆

Adopted under Authority of Chapter 93.1 of the Code of Iowa, as expedient and necessary for the efficient administration of the provisions of the Iowa Liquor Control Act, and supersedes all other Rules and Regulations adopted prior to January 1, 1948

☆ ☆ ☆

To be effective as of January 1, 1948

☆ ☆ ☆

H. E. Wolf
~~Geo. L. Scott, Commissioner~~
~~R. F. Swift, Commissioner~~
~~Dick R. Lane, Commissioner~~
~~W. B. Blake, Secretary~~
N. E. Arnold
 ☆ ☆ ☆

Published by
 THE STATE OF IOWA
 Des Moines

RULES AND REGULATIONS RELATIVE TO PURCHASES MADE BY THE IOWA LIQUOR CONTROL COMMISSION

LIQUOR REPRESENTATIVES

Regulation 1. Representatives Must Register

(1) All distillers doing business with this Commission must register the name and address of their Iowa representative, if any, with the Office of the Secretary, Iowa Liquor Control Commission, Des Moines, Iowa. There will be no registration charge.

Regulation 2. Solicitation of Employees Prohibited

(1) Manufacturers, wholesalers or distributors of alcoholic liquor, and their servants, agents and representatives, shall not solicit either in person, by mail or otherwise, liquor store managers, or the employees of the Commission's stores for the purpose or with the intent of furthering the sale of a particular brand or brands of merchandise as against another brand or brands of merchandise, or their servants, agents or representatives shall give or offer to any such employee and no such employee of the Commission shall accept from any manufacturer, wholesaler or distributor of alcoholic liquor, or their servants, agents or representatives, any sample, gratuity, entertainment or other consideration.

(2) No employee of the Commission shall attempt to influence any customer of any Commission store to purchase any particular brand of alcoholic liquor in preference to any other brand.

(3) No liquor vendors or their representative shall be permitted to transact any business in person with employees of the Commission unless permission has been granted by a member of the Commission or the Secretary or the Comptroller.

(4) The information desk shall be required to furnish to the Commission and file in the office of the Secretary at the end of each month a report listing the names of representative of liquor vendors who have called at the Commission offices, the date of the call, the name of the party interviewed and by whom permission for the interview was granted.

TRANSPORTATION AND WAREHOUSE

Regulation 3. Transportation of Liquor

(1) Shipment of intoxicating liquor made by or consigned to the Iowa Liquor Control Commission

sion anywhere within the State of Iowa may be received, transported and delivered to such consignee by any common carrier without compliance or requiring compliance with Sections 1936, 1940, 1942 and 1943, Code of Iowa, 1939.

(2) Any common carrier may receive for transportation, and transport and deliver tax-free alcohol consigned to a holder of a permit from the United States Government authorizing such holder to purchase tax-free alcohol; provided, however, that in respect of such shipments compliance shall be had with Sections 1936, 1940, 1942, Code of Iowa, 1939; provided further, that such common carrier shall make to the Iowa Liquor Control Commission report of each such shipment showing date thereof, to whom and where made, and the character and quantity of such shipment.

(3) Any common carrier may receive for transportation and transport and deliver sacramental wines to holders of clergymen's permits issued under and pursuant to Chapter 104, Code of Iowa, 1939, provided the transportation thereof and delivery to the consignee is in conformity with the provisions of said chapter.

(4) Any common carrier may receive for transportation, and transport and deliver shipments of intoxicating liquors consigned by either a wholesaler, distiller, rectifier, or blender holding a license as such, issued by this Commission and consigned to a point outside of the state of Iowa, without compliance or requiring compliance with Sections 1936 or 1940, Code of Iowa, 1939.

(5) Any common carrier may receive for transportation, and transport and deliver shipments of intoxicating liquors made by or consigned to wholesalers, distillers, rectifiers, blenders and manufacturers holding a permit issued by this Commission; provided that in respect of such shipments and the delivery thereof, compliance shall be had and required with Sections 1936, 1940 and 1942, Code of Iowa, 1939; and provided further that promptly upon arrival of any such shipment at the delivery point, the carrier shall report to the Commission at Des Moines the pur-ported amount and character thereof, and the name and address of the consignor and consignee.

Regulation 4. Rules and Regulations as Between Shippers and the Commission

(1) METHOD OF CONTROL AND ADMINISTRATION. State monopoly system with exclusive state administration. State operated Retail package stores. Package only, no on prem-

ises consumption. No maximum or minimum container provisions but one-half pints and miniatures not handled.

(2) SHIPMENT INTO STATE. Shipments of alcoholic liquors, wines and malt beverages can only be made into the State of Iowa by out-of-state vendor on purchase order issued by the Iowa Liquor Control Commission. This purchase order requires the signature of any three of the Commissioners, Secretary or Comptroller. Shipments can only be made to state warehouse, store, special distributor or depot established by the Iowa Liquor Control Commission.

(3) PURCHASE ORDER AND REQUIREMENTS. The original copy of the purchase order and a duplicate acknowledgment copy are mailed direct by the Iowa Liquor Control Commission to the vendor. The shipping plant will execute the acknowledgment copy and return same direct to the Iowa Liquor Control Commission duly notarized.

(4) STATE CERTIFICATION LABEL AND AFFIXING THEREOF. The Iowa Certification Label must always be affixed to the bottle on a flat surface so that it will adhere to the bottle without wrinkles. Iowa prefers the label to be affixed to the side of the bottle on the highest point of flat surface below the shoulder, so that the label will be on a person's right-hand side when facing the front of the bottle. If the bottle is so constructed that the foregoing cannot be complied with, the label should be placed as closely as possible to the location indicated—if necessary, partially affixed to a bottle label.

Note: Iowa does not want labels affixed to the neck, shoulder, bottom, back or lower one-half of the bottle.

(5) BOTTLE LABEL REQUIREMENTS AND REGISTRATION. After the type of container and labels submitted are approved by the Iowa Liquor Control Commission for use on shipments into Iowa, no change may be made in the type of container or labels without the expressed approval of the Commission. All labels must conform to the regulations of the Federal Alcohol Administration.

(6) STANDARD CASE CODE LABEL. The Iowa Liquor Control Commission requires only a case code label not less than 2½" high, 6" wide in size showing thereon:

(a) Iowa

(b) Code Number (in numerals at least 1" high)

However, the Case Code Label adopted by the N.A.B.C.A. will be satisfactory to the Iowa Liquor

Control Commission. This code label to be placed on the end of the shipping case in the upper right-hand corner thereof about ½" away from the edges to prevent fringing, the end of the case to be that end which will place the Government side (serial number side) of the case on your left as you stand facing and looking at the case. No weights required on cases.

(7) NOTIFICATION — CHANGES IN AGE, PROOF. Whenever consent has been given by the Iowa Liquor Control Commission for a change in either AGE or PROOF, the Supplier must notify the Commission at the time the first shipment goes forward, giving the new age or proof together with Car Number and Initial, date of shipment, etc. Failure of the shipper to give this notification shall mean that shipper shall assume all cost of necessary inconvenience suffered by the Iowa Liquor Control Commission as a result of the changes made. Letter covering this advice should be forwarded as follows:

Original to: Commissioner
Iowa Liquor Control Commission
707 Locust Street
Des Moines, Iowa

Copy to: Supervisor of Liquor Stocks
Iowa Liquor Control Commission
707 Locust Street
Des Moines, Iowa

(8) BOTTLE LABELS ON CASE. Iowa will dispense with the bottle labels on cases until further notice. It is very important, however that Paragraph No. 7 above be rigidly complied with so that our different stocks can be properly handled.

(9) CAR LOADING PLAN. Be as consistent as possible in keeping codes together and yet keep cases properly and safely braced.

(10) STANDARD MANIFEST OF LIQUOR SHIPMENT. Standard Manifest of Liquor Shipment on typewriter, (or its equivalent as to legibility) and handled as follows:

- (a) Original to go forward with shipment.
- (b) Duplicate to accompany copy of forwarding advice furnished to Superintendent of Warehouse, Des Moines, Iowa.

(11) HOW TO CONSIGN SHIPMENTS. Consign shipments to the Iowa Liquor Control Commission, Des Moines, Iowa.

(12) BILLS OF LADING. All shipments to the Iowa Liquor Control Commission are to be forwarded on straight bill of lading. The original bill of lading is to be retained in the files of the

shipping plant for future use in supporting claims, etc. The signed memorandum copy of the bill of lading is to be forwarded to Invoice Department to be attached to the invoice when prepared and mailed to Iowa. Freight rate must be shown on the bill of lading in the proper place.

(13) PREPAID FREIGHT AND FREIGHT BILL. Under the sales agreement with the Iowa Liquor Control Commission, the goods are sold on a delivered price basis at their railroad side track. Freight charges must accordingly be fully prepaid to destination by distillers' shipping plant. The shipping plant will retain the prepaid freight bill and not forward it to Iowa.

(14) FORWARDING ADVICE. Upon forwarding of shipment the shipper shall send by First Class mail such advice showing therein:

- (a) Shipping Point.....
- (b) Shipping Date.....
- (c) Car No.....Route.....
- (d) I.L.C.C. purchase order Nos.....
- (e)Cases of Code.....
.....Cases of Code.....
.....Cases of Code.....

The above advice should be directed to:

Secretary
Iowa Liquor Control Commission
707 Locust Street
Des Moines, Iowa

Copies of above advice should be sent under separate cover to each of the following:

Superintendent of Warehouse
Iowa Liquor Control Commission
707 Locust Street
Des Moines, Iowa

(15) MAIL FORWARDING ADVICE:

Original to Secretary
Iowa Liquor Control Commission
707 Locust Street
Des Moines, Iowa

Copy to.....(with blue manifest attached thereto)

Superintendent of Central Warehouse
Iowa Liquor Control Commission
707 Locust Street
Des Moines, Iowa

Copy to.....Supervisor of Liquor Stocks
Iowa Liquor Control Commission
707 Locust Street
Des Moines, Iowa

Copy to.....Company's representative (if any)
Each copy to be mailed separately.

(16) INVOICING INSTRUCTIONS. Shipping plant is to use its own regular invoice form as no special invoice form is supplied by the Iowa Liquor Control Commission. Iowa Liquor Control Commission's Purchase Order Number must be shown on the invoice and in the proper place. Car initial, number, and complete routing must be shown without fail. Iowa code number must be shown on the same line with the particular brand and size. The various items on the invoice must be listed in consecutive order of the code numbers, namely; the item carrying the lowest code number must be the first item appearing on the face of the invoice, etc. Note in the proper space on the invoice "F.O.B. Des Moines, Iowa." Show in the proper space on the invoice "FREIGHT FULLY PREPAID." The signed Memorandum Copy of the bill of lading must be attached to the invoice when mailed to Iowa. Shipping plant will retain in its files the original bill of lading. After completing the invoice to the above extent, the shipping plant must show the following claimant's affidavit typewritten across the face of the original and duplicate of the invoice and to have same duly executed before a Notary Public:

Claimant's Affidavit

STATE OF.....
.....COUNTY} ss.

We,, the within claimant, being first duly sworn on oath, do state that items for which payment is claimed were furnished under authority of the law, that the charge is just and lawful and that the same is wholly unpaid.

.....
Claimant

Subscribed and sworn to before me, by the within claimant, on the.....day of....., 194.....

.....
Notary Public

The invoice in duplicate carrying the above Claimant's Affidavit together with signed memorandum copy of the bill of lading is to be mailed immediately to: (Also see following NOTE)

Auditor of Disbursements
Iowa Liquor Control Commission
707 Locust Street
Des Moines, Iowa

NOTE: Shipping plant must be careful to observe the special requirements of Iowa and forward all shipping papers complete, attached together, and in the one envelope to the Auditor of Disbursements, Iowa Liquor Control Commission, 707 Locust Street, Des Moines, Iowa, so that same will be received by the time shipment arrives. A complete set of shipping papers to the Auditing Division will comprise the following:

- (a) Invoice in duplicate with CLAIMANT'S AFFIDAVIT executed thereon.
- (b) ACKNOWLEDGMENT OF ORDER duly executed.
- (c) Signed memorandum copy of bill of lading.

PURCHASES

Regulation 5. Procedure for Presentation of New Items—Hearings

(1) The following information is furnished for the convenience and guidance of distillers, rectifiers and vendors of alcoholic liquors wishing to submit their products to the Iowa Liquor Control Commission for consideration and possible listing.

(2) The form of liquor control in effect in Iowa is that of the "State Monopoly." This Commission operates its own retail stores; all retail sales are by package for off-premises consumption.

(3) All forms of alcoholic liquors whose alcoholic content exceeds 5 per cent by weight come under the jurisdiction of this Commission. If the alcoholic content of beer does not exceed 5 per cent by weight it is defined by Statute as "Non-intoxicating" and is sold under a system of private license administered by the Beer Division of the Iowa State Tax Commission.

(4) This Commission purchases only bottled goods. This listing of items requires much detailed work. The Iowa Liquor Control Act, and rules and regulations pertinent thereto, requires that a Code number be assigned to each listed item. (An "Item" is one bottle size of a listed brand.) The code number assigned must be printed on many forms used in stock control. Thorough consideration must be given any product before it may be listed. Obviously, due to the voluminous records and detail of the Accounting Department, this Commission cannot grant a try-out of any item by stocking it in certain stores for a trial period. Such a practice would cause endless confusion and the expense would be prohibitive.

(5) It is the practice of this Commission to set aside a period during each year as hearing dates concerning new listings. Distillers, rectifiers and vendors of alcoholic liquors should make appointment through the office of the Secretary of this Commission for a hearing. All necessary forms for submissions will be furnished by the Secretary. All representatives should keep in mind the fact that this Commission may from time to time be called upon to grant a great many interviews and that propositions submitted by mail through the office of the Secretary will receive the same consideration as though submitted verbally.

(6) Distillers, rectifiers and vendors of alcoholic liquors must have their presentation made before the Iowa Liquor Control Commission by some responsible officer of their organization such as, President, Vice President, Secretary, Comptroller or General Salesmanager.

(7) It is suggested that no local representative of any kind be employed or asked to make initial arrangements for hearing. This should be done from the general offices of the distiller, rectifier or vendor to the Secretary of this Commission.

(8) Sales representatives may display samples to the Commission during interviews not to exceed more than two bottles of each item. The Commission reserves the right to establish a time limit on submissions made. This rule is established as a means of shortening interviews.

(9) The foregoing requirements are made for the convenience of the Commission and convenience of the distillers. It is the desire of this Commission that all hearings shall be conducted in as thorough and fair a manner as is possible.

Regulation 6. Liquor Samples

(1) All samples of liquors are to be received at Commission headquarters only when the same have been ordered shipped by written instructions of the Commission and such samples must be retained in the sample room provided for said purpose, and said samples are to be used only for testing purposes.

(2) Whenever samples are ordered by the Commission to be submitted, no more than two bottles of each brand are to be received.

(3) In June of each year the Commission must order all samples remaining in said sample room disposed of either by destruction or by transfer to State hospitals or other State institutions.

Regulation 7. Purchase of Liquor

(1) Every purchase order for alcoholic liquors shall be signed by all members of the Commission, or, in the absence of any of them, the Secretary or Comptroller may sign.

(2) No brand of liquor which is not already in stock shall be purchased by the Commission until such time as the Commission by formal resolution shall authorize such purchase.

Regulation 8. Purchase of Equipment and Supplies

(1) In purchasing fixtures, equipment, merchandise and supplies for the Commission offices and state liquor stores, price and quality being taken into consideration, Iowa-made products shall be given preference.

(2) All requests for the purchase of equipment and supplies must be made on Form 0-2, Requisition for Supplies and Equipment. Form 0-2 is prepared in duplicate. The original copy (white) together with the duplicate copy (yellow) must be initiated by the department requiring the supplies and equipment and both copies of the form should be forwarded to the Purchasing Department. The Purchasing Department will retain for its file the original copy of the requisition. After the required approval has been obtained for the purchase of items requisitioned, notification of approval should be indicated on the duplicate copy and the copy then returned to the department or office originating the requisition. If required approval is not given for the purchase of the items requisitioned, the duplicate copy of the requisition should be marked (not approved) and returned by the Purchasing Department to the department or office originating the requisition.

Amend Section (3) of Regulation 8, Purchase of Equipment and Supplies, in the Rules and Regulations of this Commission, by striking all of Section (3) and inserting in lieu thereof the following:

(3). Approval of Purchase Orders. Every purchase order for supplies and equipment in an amount greater than \$25.00 shall be approved by the Commission.

2-18-49

(5) It is the practice of this Commission to set aside a period during each year as hearing dates concerning new listings. Distillers, rectifiers and vendors of alcoholic liquors should make appointment through the office of the Secretary of this Commission for a hearing. All necessary forms for submissions will be furnished by the Secretary. All representatives should keep in mind the fact that this Commission may from time to time be called upon to grant a great many interviews and that propositions submitted by mail through the office of the Secretary will receive the same consideration as though submitted verbally.

(6) Distillers, rectifiers and vendors of alcoholic liquors must have their presentation made before the Iowa Liquor Control Commission by some responsible officer of their organization such as, President, Vice President, Secretary, Comptroller or General Salesmanager.

(7) It is suggested that no local representative of any kind be employed or asked to make initial arrangements for hearing. This should be done from the general offices of the distiller, rectifier or vendor to the Secretary of this Commission.

(8) Sales representatives may display samples to the Commission during interviews not to exceed more than two bottles of each item. The Commission reserves the right to establish a time limit on submissions made. This rule is established as a means of shortening interviews.

(9) The foregoing requirements are made for the convenience of the Commission and convenience of the distillers. It is the desire of this Commission that all hearings shall be conducted in as thorough and fair a manner as is possible.

Regulation 6. Liquor Samples

(1) All samples of liquors are to be received at Commission headquarters only when the same have been ordered shipped by written instructions of the Commission and such samples must be retained in the sample room provided for said purpose, and said samples are to be used only for testing purposes.

(2) Whenever samples are ordered by the Commission to be submitted, no more than two bottles of each brand are to be received.

(3) In June of each year the Commission must order all samples remaining in said sample room disposed of either by destruction or by transfer to State hospitals or other State institutions.

Regulation 7. Purchase of Liquor

(1) Every purchase order for alcoholic liquors shall be signed by all members of the Commission, or, in the absence of any of them, the Secretary or Comptroller may sign.

(2) No brand of liquor which is not already in stock shall be purchased by the Commission until such time as the Commission by formal resolution shall authorize such purchase.

Regulation 8. Purchase of Equipment and Supplies

(1) In purchasing fixtures, equipment, merchandise and supplies for the Commission offices and state liquor stores, price and quality being taken into consideration, Iowa-made products shall be given preference.

(2) All requests for the purchase of equipment

department or office originating the requisition.

(3) Approval of Purchase Orders. Every purchase order for supplies and equipment in an amount greater than \$100.00 shall be approved by the Commission. Purchase order for supplies and equipment in an amount of \$100.00 or less may be approved by the Secretary to the Commission, who is in charge of the Purchasing Department.

(4) Bids to Be Obtained for Purchases. After required approval for the purchase of items requisitioned has been obtained, the Purchasing Department shall obtain bids, at least three in number, from suppliers from whom the articles required may be obtained. All bids shall be submitted to the Commission in connection with its approval or disapproval of each purchase order.

All bids received should be filed in the Purchasing Department, where they may be available for inspection and audit. Bids may be dispensed with on purchases amounting to \$25.00 or less.

(5) Preparation of Purchase Orders. After required approval of purchase requisitions has been obtained, the Purchasing Department shall prepare in quintuplicate Form 0-1, Purchase Order. The five copies of Form 0-1, Purchase Order, should be used as follows:

1st copy (white)—for forwarding to the supplier.

2nd copy (white)—for forwarding to the supplier to obtain his acknowledgment of quantities, price quotations, etc. The supplier should sign the acknowledgment copy and return it to the Purchasing Department. The Purchasing Department after making notation on its records, should forward the acknowledgment copy to the Accounting Department, where it will be filed with the receiving report and the invoice covering the purchase.

3rd copy (blue)—for forwarding to the warehouse receiving clerk for use in checking the items delivered by the supplier against the items ordered. The warehouse receiving clerk should sign the third copy of the purchase order upon delivery of the items listed thereon and forward it to the Accounting Department.

4th copy (pink)—for filing in the Purchasing Department.

5th copy (yellow)—for filing in the Accounting Department.

NOTE: No agreement for the construction of buildings or equipment for use of the Commission shall be authorized unless formally approved in advance by the Commission.

(6) The Commission expressly forbids any employee making any representations for, or in behalf of, the Commission for the purchase or lease of premises or equipment and supplies unless authority in writing is specifically given. No agreements for the construction of buildings by landlords for the Commission's use shall be valid unless covered by a written contract formally approved by the Commission and the Attorney General's office.

LABELING

Note: For affixing Iowa Certification Label see Regulation 4, Paragraph 4.

Note: For Bottle Labels see Regulation 4, Paragraph 5.

Note: For Case Code Labels see Regulation 4, Paragraph 6.

Regulation 9. Iowa Certification Label

(1) The certification label (state seal) provided for by Section 1921.024 of the Code of 1939 shall be completely removed from every bottle on which it is attached or shall be covered by some other label in such a way that it cannot be seen and in such a way that the covering label's removal will destroy the certification label on all liquor either sold or traded by the Commission, except that sold through its regular retail stores. All work of removing or covering the Iowa Certification label (state seal) shall be performed in the warehouse of the Commission.

Regulation 10. Federal Labeling Regulation Adopted

(1) The regulations relative to the labeling of distilled spirits and wines adopted and amended from time to time by the Federal Alcohol Administration are hereby made a part of the regulations of this Commission.

Regulation 11. Sales Information

(1) No accounting or statistical data relative to liquor sales, liquor inventories, and operations of the Commission shall be furnished to anyone outside the Commission's organization except as herein provided.

(2) The Comptroller's office shall furnish each month to the American Services Exchange, Barr Building, Washington, D. C., a report showing liquor sales by code number, in units and retail sales value. Similar information is now being supplied to the American Services Exchange by all State Liquor Monopoly Control Boards.

(3) Any advertising agency, any representative of a liquor vendor or anyone seeking information concerning sales or inventory of any liquor code number sold by the Commission, or any one making inquiry, verbal or written, concerning financial or operating figures of the Commission shall be referred to the Comptroller's Office. It is desired that responsibility for any figures released be localized there.

(4) No employee of the Commission, except the Commissioners, or the Commission's Comptroller, is authorized to furnish to outsiders information concerning sales or liquor inventories. Even information about brands of a company which he represents may not be given to a liquor representative by store employees.



