

STATE OF IOWA
1961

Rules and Regulations

Iowa Liquor Control Commission

Adopted under Authority of Chapter 123.17 of the Code of Iowa, 1961, 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 October 1, 1961.

To be effective as of
October 1, 1961

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Homer R. Adcock, Chairman
C. J. Burris, Commissioner
Jay C. Colburn, Commissioner
Earl J. Baum, Secretary

Published by
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Des Moines

STATE OF IOWA
IOWA LIQUOR CONTROL COMMISSION

PERMIT DEPARTMENT

Regulation 1. Manufacture and Sale of Native Wines.

(1) Manufacturers of native wines from grapes, cherries, other fruit juices or honey grown and produced in Iowa, may sell, keep or offer for sale and deliver the same, subject to the following regulations and restrictions.

- (a) Before commencing the business of selling wine the manufacturer shall inform the Iowa Liquor Control Commission, in writing of his intention to enter into such business, the place where it will be conducted, the type, brand name and package sizes of each wine to be sold, and the name and mailing address of the manufacturer. If any of such facts are thereafter changed the manufacturer shall immediately notify the Commission in writing of the full nature of such change.
- (b) At least ten days prior to selling a particular type or brand of wine, the manufacturer shall deliver to the Commission 2 separate bottles of such wine, each of at least one-fifth gallon in quantity, for chemical analysis and shall pay the Commission \$15.00 for the expense of such analysis.
- (c) Not more than twenty gallons of such wine shall be sold or delivered to any one purchaser at any one time.
- (d) Such wine shall not be sold in a package size smaller than one-half fifth gallon.
- (e) Sale and delivery of such wine may be made only on the premises where the wine was manufactured.
- (f) Such native wine shall not be sold or delivered on Sunday, any legal holiday, or any election day for the area within which such sale or delivery might be made. On other days sale and delivery of such native wine may be made only between 10:00 o'clock A.M. and 8:00 o'clock P.M.
- (g) The manufacturer shall, in January of each year, deliver to the Iowa Liquor Control Commission a complete report, sworn to under oath by the owner, a partner, or a corporation officer, showing the number of gallons of wine produced by him in the

preceding year, and number of gallons of wine in his possession at the beginning and at the end of the preceding year; such report shall be subdivided so as to show such information in respect of each different type and brand of wine. If such manufacturer is also engaged in buying and selling wine, such report shall also contain such information, so subdivided, in regard to wine purchased, purchased wine sold, and purchased wine in the manufacturer's possession at the beginning and at the end of the preceding year.

- (h) A monthly report showing the amount of wine on hand at the beginning of the month, the amount produced, the amount sold and used for family use and any other information requested on report form which shall be sent to the Iowa Liquor Control Commission. This report must reach the Commission not later than the last day of the month following the month or period of time for which each report is made. Report forms to be furnished by the Commission.
- (i) The manufacturer shall cause his premises, books of account and records to be accessible and available at all reasonable times for inspection by representatives of the Iowa Liquor Control Commission.
- (j) Such manufacturer shall not advertise such native wine by signs or posters, but he may have a sign at the place of manufacture identifying his business and not more than two signs there simply stating, without description or price, that wine or native wine is for sale there.
- (k) Such manufacturer of native wines shall not be required to have a license or permit for such business unless his business is such as to require a manufacturer's or wholesaler's license under the provisions of Sections 123.36 and 123.37 of the 1958 Code of Iowa.

Regulation 2. Licensed Manufacturers and Wholesalers.

- (1) A separate manufacturer's or wholesaler's license shall be required for each place of business of the holder thereof.
- (2) The holder of a manufacturer's or wholesaler's license shall not sell alcoholic liquor outside the state of Iowa, except to a purchaser having the legal right to buy and receive it from such seller at the place of sale and place of delivery respectively.

(3) Before making a sale to a purchaser other than the Iowa Liquor Control Commission, a licensed manufacturer or wholesaler shall require the purchaser to produce and exhibit for inspection proof of his right to purchase alcoholic liquor according to the laws of his own state.

(4) If the purchaser is a licensed physician or pharmacist or the holder of any other form of license or permit entitling him to purchase alcoholic liquor, the licensed manufacturer or wholesaler must make a record of the sale to him showing registry number of such license or permit, date thereof and where and to whom it was issued and the date of such sale, name and address of the purchaser and kind and quantity of alcoholic liquor sold to him.

(5) The licensed manufacturer or wholesaler shall maintain a record of all shipments of liquor received and an individual record of each and every sale made, which record shall disclose the name and address of the purchaser and the kind and quantity of alcoholic liquor sold to each purchaser. The licensed manufacturer or wholesaler shall obtain from the carrier a receipt for each shipment of alcoholic liquor to each purchaser and shall deliver such receipt or a duplicate original thereof to the Iowa Liquor Control Commission.

(6) All records, books of account and premises of a licensed manufacturer or wholesaler shall be accessible and available at all reasonable times for inspection by representatives of the Iowa Liquor Control Commission.

(7) A monthly report showing the amount of wine on hand at the beginning of the month, and the amount produced and purchased, the amount sold and used for family and any other information requested on report forms shall be sent to the Iowa Liquor Control Commission by each licensed manufacturer or wholesaler. This report must reach the Commission not later than the last day of the month following the month or period of time for which each report is made. Report forms to be furnished by the Commission.

Regulation 3. Investigation before issuing License or Permit.

(1) No manufacturer's or wholesaler's license, nor any special permit described in Section 123.27 of the 1958 Code of Iowa, shall be issued until an investigation has been made which shows that the applicant is entitled to such license or permit under the laws of Iowa and the

rules and regulations of the Iowa Liquor Control Commission.

Regulation 4. Reports by Holder of Special Compounds Permit.

(1) The holder of a special compounds permit (being the type of permit referred to in subsection 2c of Section 123.27 of the 1958 Code of Iowa) shall deliver to the Iowa Liquor Control Commission, within ten days after receipt of any alcoholic liquor purchased from any seller other than said Commission, a complete report showing the quantity, alcoholic proof, and description of each type of such liquor, and the name and address of the seller, and the date the liquor was received.

Regulation 5. Ethyl Alcohol.

(1) Ethyl Alcohol (meaning potable ethyl alcohol not contained in an alcoholic liquor ordinarily used for beverage purposes) shall be sold only (a) to holders of special permits described in Section 123.27 of the 1958 Code of Iowa, and (b) to holders of scientific permits for use in laboratory, scientific, experimental or testing purposes only, who after application, giving full information regarding such proposed use, receive permission from the Commission to purchase ethyl alcohol.

Regulation 6. Sureties on Bonds.

(1) Bonds furnished the Commission by (a) employees of this Commission (b) Manufacturers of Compounds (c) Wholesaler Liquor Dealers (d) Liquor Manufacturers, must have for surety some surety company authorized to transact business in the state of Iowa by the State Insurance Department, except that Manufacturers of Compounds shall furnish personal bonds approved by this Commission and with the certificate of sufficiency of sureties certified by the Clerk of Courts, or bonds furnished by a surety company authorized to transact business in the state of Iowa.

PERSONNEL AND STORE OPERATIONS

Regulation 7. Liquor Store Hours.

(1) The official opening hours of stores shall be as follows: Class A stores open at 10:00 A.M. and close at 8:00 P.M. Class B stores and Class C stores open at 11:00 A.M. and close at 8:00 P.M. Class D stores open at 12:00 noon and close at 6:30 P.M. each day except Saturday when they close at 8:00 P.M. All store hours will be stated unless otherwise assigned different hours by the Commission.

(2) It shall be unlawful to transact the sale or delivery of any liquor before opening or after closing hours except that sales may be made to permittees already in the store before the closing time.

Regulation 8. Prospective Employees—Physical Examination.

(1) Before anyone can become a full time employee of the Iowa Liquor Control Commission, he or she may be required to submit to a physical examination by a doctor approved by the Commission, the expense of this examination to be borne by the prospective employee.

Regulation 9. Conditions of Employment—Temporary.

(1) All employees of the Commission shall be originally appointed on a temporary or tryout basis to test their capability, qualifications and fitness for the position involved for a period of six months before being designated as "Regular" employee. Temporary employees are subject to dismissal or transfer upon recommendation of department heads. Compensation during tryout period may be fixed at a figure below the salary paid "Regular" employees for same kind of work.

Regulation 10. Conduct of Employees.

(1) Any employee of the Commission who consumes alcoholic liquor upon the premises where employed, regardless whether said liquor shall have been obtained from the Commission or otherwise acquired, shall be relieved of his duty, and immediately discharged from the employ of said Commission, and any employee employed by the Commission who reports to duty intoxicated, shall be immediately discharged from such employ.

Regulation 11. "No Politics" Regulation.

(1) "No member, officer or employee of said Commission shall, while holding such office or position, hold any other office or position under the laws of this State or of any other state or of the United States, and shall not engage in any occupation or business inconsistent and/or interfering with the duties of such employment; and no such member, officer or employee shall, while holding such office or position, serve on or under or be a member of any committee of any political party, and shall not, directly or indirectly, use his influence to induce any other officer or officers, employee or employees, elector or electors of this State to adopt his political views or to favor any particular candidate for office, nor

shall any such member, officer or employee contribute in any manner, directly or indirectly, any money or other things of value to or for any person or persons, committee or committees, for campaign or election purposes. Any such member, officer or employee who violates any of the terms and/or provisions of this subsection (2) shall be deemed guilty of corruption." (C123 Sec. 123.14, 1958 Code of Iowa)

Regulation 12. Salaries, Vacations and Leaves of Absence.

(1) "Salaries specifically provided for in an appropriation act of the General Assembly shall be in lieu of existing statutory salaries, for the positions provided for in any such act, and all salaries shall be paid in equal monthly or semi-monthly installments and shall be in full compensation of all services, except as otherwise expressly provided. All employees of the State, including highway maintenance employees of the State Highway Commission are granted one week's vacation after one year's employment and two weeks vacation per year after two or more years' employment, with pay. Leave of absence of thirty days per year with pay may be granted in discretion of the head of any department to employees of such department when necessary by reason of sickness or injury; unused portions of such leave for any one year may be accumulative for three consecutive years." (Chapt. 90, Acts of 49th G. A.—Iowa)

(2) Employees of the Iowa Liquor Control Commission are, after one full year's employment, granted one week's vacation with pay during their second year of employment; and after two years of employment are granted to two weeks' vacation with pay during their third year of employment and three weeks' vacation will be granted after ten years of employment.

(3) Provided, however, that with the approval of the department head, vacations can be taken any time between January 1st through November 15th and if not so taken shall be deemed to have been waived for the year. All vacations must be taken in periods of not less than one week.

(4) Vacations are granted—not earned and are not to be considered as any part of earned compensation. Nor are they accumulative from year to year.

(5) Department heads are to advise with the employees of their departments and arrange schedules of vacation to conform as nearly as may be with the wishes of the employee and the efficient conduct of departmental work.

(6) Exceptions to the foregoing regulations may be had only upon written request to the Commission, approved by the department head.

Regulation 13. Limitations on Sales.

(1) No liquor shall be sold to (a) any person with any portion of whose subsistence is dependent upon either public or private charity or any portion of whose subsistence is dependent upon relief work furnished by city, county, state or federal government, (b) Habitual drunkards (c) any person who resells or otherwise uses the liquor purchased contrary to the laws of the State.

Regulation 14. Duplicate Permits.

(1) Before issuing a duplicate permit, vendors and other employees authorized to issue them shall, by inquiry of the applicant and by such other investigation as may be necessary, make reasonably certain that the permit to be replaced by the duplicate has been lost, destroyed or stolen, and for such purpose they may require a written affidavit, sworn to be the applicant, reciting the facts and circumstances as to such loss, destruction or theft.

Regulation 15. Names and Purchases of Permittees Confidential.

(1) The names of permit holders, and the record of sales to them, shall be kept confidential by the Commission and its employees, except that the Commission may, in its discretion, authorize examination of the files and records of such matters by law enforcement officers and make information in regard to such matters available to such officers.

Regulation 16. Sale or Brand 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 National Alcoholic Beverage Control Association, Washington, D. C., a report showing liquor sales by code number, in units and retail sales value. Similar information is now being supplied to this Association by all State Liquor 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 this Commission, or any one mak-

ing inquiry, verbal or written, concerning financial or operating figures of the Commission shall be referred to members of the Commission.

TRADE PRACTICES

Regulation 17. 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, vendors, or the employees of the Commission's stores for the purpose or with the intent of furthering the sales of a particular brand or brands of merchandise as against another brand or brands of merchandise.

(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 salesmen shall be permitted to transact any business in person with employees of the Commission.

TRANSPORTATION AND WAREHOUSE

Regulation 18. Transportation of Liquor.

(1) Shipment of intoxicating liquor made by or consigned to the Iowa Liquor Control Commission 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 125.16, 125.20, 125.22 and 125.33, Code of Iowa, 1958.

(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 to such shipments compliance shall be had with Section 125.16, 125.20, 125.22, Code of Iowa, 1958; 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 the pursuant to Chapter 134, Code of Iowa, 1958, 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 125.16 or 125.20, Code of Iowa, 1958.

(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 125.16, 125.20, and 125.22, Code of Iowa, 1958, 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 purported amounts and character thereof, and the name and address of the consignor and consignee.

Regulation 19. Rules and Regulations as Between Shippers and this Commission.

(1) 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 against purchase order issued by the Iowa Liquor Control Commission. Purchase orders require three signatures which shall be those of the three Commissioners if present. In the event of one or two of the Commissioners being absent the Secretary and/or Comptroller shall sign. Shipments can only be made to state warehouse, Camp Dodge, Grimes, Iowa.

(2) 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 signed.

(3) STATE CERTIFICATION LABEL AND AFFIXING THEREOF. The Iowa Liquor Control Commission Certification labels, (state seals) must be affixed to the bottle on a smooth surface so that it will adhere without wrinkles. It is preferred that the label be affixed to a protective space slightly above the shoulder so that it will not be damaged in rubbing against another object. The label should not overlap the Federal Strip

Stamp, nor other bottle labels. Do not affix the seal on the bottom, back, or below the shoulder in an unprotected position on the bottle.

In such instances where it is not possible for the vendor to affix the seals to the bottles at the time of shipping, or bottles sent to the Commission as stated in Regulation 17, (4), or bottles sent to the Commission for the sole purpose, of chemical analysis and sampling of proposed new listings, the following procedure is hereby adopted by the Commission:

- (a) Delivered merchandise at the Commission Warehouse, Camp Dodge, Grimes, Iowa, not bearing State of Iowa Seals, shall have seals placed upon said merchandise by warehouse employees. Seals will not be disbursed and charged to the warehouse until receiving reports have been received in the Central Office, and bear the notation that seals are not on said merchandise.
- (b) Merchandise received in the Central Office for the purpose of new listings, for chemical analysis, changes in proof or formula, shall be addressed in care of "Chairman, Iowa Liquor Control Commission, East 7th & Court Avenue, Des Moines, Iowa, and if said merchandise does not bear the Iowa Seal, the Chairman shall issue orders, to place upon said merchandise an Iowa Seal, to record the receipt of the merchandise to the inventory, to make written notice of the merchandise and seal number to the Commission, which in turn shall, during one of its Commission meetings, make note of and place into the minutes of the meeting, the receipt of this merchandise, seal numbers so allocated and the purpose for which received.
- (c) Merchandise located in the State Stores, not bearing seals, or seals having been damaged, shall be handled through the Merchandise Manager in charge of Stock Distribution. An accurate and up to date inventory of all seals in his possession must be retained by the Merchandise Manager, and will be subject to audit at all times by the Liquor Commission and the State Auditor.
- (4) 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 con-

form to the regulations of the Federal Alcohol Administration.

(5) STANDARD CASE CODE LABEL. All shipments of Alcoholic Liquors, wines, etc., consigned to the Iowa Liquor Control Commission must have affixed to each shipping case, a Standard Case Code Label as adopted by the Industry Advisory Committee for Control States. Affix the Standard Case Code Label to the end of the case and to that end of the case which will place the Government (Serial Number) side on your left as you stand facing the case. Affix the label in the upper left hand corner of the designated end of the case and about one quarter ($\frac{1}{4}$) inch away from the edges to prevent fringing. On such merchandise where Serial Numbers are not used, affix the Standard Case Code Label on the recognized end of said case. This will permit the warehouse to tier cases with the end with the Standard Case Code Label outward and the Government or serial number side on the left, as you stand facing the tier of cases.

Insert in the space provided on the Standard Case Code Label, the Purchase Order Number of the Iowa Liquor Control Commission covering the specific shipment. This reference may be inserted by rubber stamp or printed as may meet the convenience of the seller. Purchase Order Number should not exceed one-half ($\frac{1}{2}$) inch in height or be less than three-eighths ($\frac{3}{8}$) of an inch in height.

(6) NOTIFICATION — CHANGES IN AGE, PROOF, FORMULA. 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 the 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
East 7th & Court Avenue
Des Moines 8, Iowa

Copy to:

Merchandise Manager
Iowa Liquor Control Commission
East 7th & Court Avenue
Des Moines 8, Iowa

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

(8) 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, Camp Dodge, Grimes, Iowa.

(9) HOW TO CONSIGN SHIPMENTS. 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.

(10) 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 warehouse railroad side track. Freight charges must accordingly be fully prepaid to destination by distillers' shipping plants. The shipping plant will retail the prepaid bill and not forward it to Iowa.

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

- (a) Shipping Point
- (b) Shipping Date
- (c) Car No.
- (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:

Commission Secretary
Iowa Liquor Control Commission
East 7th & Court Avenue
Des Moines 8, Iowa

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

*Superintendent of Warehouse
Iowa Liquor Control Commission
East 7th & Court Avenue
Des Moines 8, Iowa

*together with duplicate of manifest (See Rule No. 10)

Merchandise Manager
Iowa Liquor Control Commission
East 7th & Court Avenue
Des Moines 8, Iowa

(12) Mail Forwarding Advice:

Original to:

....., Commission Secretary
Iowa Liquor Control Commission
East 7th & Court Avenue
Des Moines 8, Iowa

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

Superintendent of Central Warehouse
Iowa Liquor Control Commission
East 7th & Court Avenue
Des Moines 8, Iowa

*Copy to:

Merchandise Manager
Iowa Liquor Control Commission
East 7th & Court Avenue
Des Moines 8, Iowa

*each copy to be mailed separately.

(13) 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 and number must be shown without fail and complete routing. Iowa code number must be shown on the same line with the particular brand and size and not placed at the foot of the invoice. The various items on the invoices 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. If freight charges are prepaid the charge may be added to the invoice for liquor, showing total weight, applicable rate and extension. The signed Memorandum Copy of the bill of lading is to 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 signed.

Claimant's Affidavit

STATE OF }
..... COUNTY } SS:

We,, the within claimant, 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

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)

Accounting Department
Iowa Liquor Control Commission
East 7th & Court Avenue
Des Moines 8, 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 Accounting Department, Iowa Liquor Control Commission, East 7th & Court Avenue, Des Moines 8, Iowa, so that same will be received by the time shipment arrived. A complete set of shipping papers to the Accounting Department will comprise the following:

- (a) Invoice in duplicate with CLAIMANT'S AFFIDAVIT executed thereon.
 - (b) ACKNOWLEDGEMENT OF ORDER duly executed.
 - (c) Signed memorandum copy of bill of lading.
- (16) For correspondence purpose:
- Chairman
 - Commissioner
 - Commissioner
 - Commissioner Secretary
 - Comptroller
 - Assistant Comptroller
 - Supervisor of Permit Department
 - Superintendent of Central Warehouse
 - Merchandise Manager

PURCHASES

Regulation 20. 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. Beers whose alcoholic content does not exceed 5 per cent by weight are defined Statute as "Non-intoxicating" and are sold under a system of private license administered by the Iowa State Tax Commission, Cigarette and Beer Tax Division.

(4) At the discretion of the Commission a period of time is set aside as hearing dates concerning new listings, Distillers, Rectifiers and vendors of alcoholic liquors will be notified by the Commission, and appointments for such hearings should be made through the office of the Secretary for the Commission.

(5) All concerns selling liquor to the State shall furnish to the Commission a list of all officers and directors, if a corporation, or a list of all partners, of a partnership, and also the name of the agent representing the concern within the state.

(6) No manufacturer, wholesaler or distributor of liquor, or agent or representative thereof, shall solicit either in person, by mail or otherwise, any employee of the Commission, 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, and that at no time any manufacturer, wholesaler, distributor, or their representative call upon or make contact personally with the Commission of a member of the Commission more than three times in any one year, unless so requested to do so by the Commission, and that no manufacturer, wholesaler, distributor or representative of such manufacturer, wholesaler or distributor shall give away any alcoholic liquor of any kind or description or anything of value to any person in the employ of the Liquor Con-

trol Commission. This last provision shall not prevent any contribution to any college, university, or any research project for use in combating and studying alcoholism.

In relationship to the above, no member, secretary, officer or employee of the Commission shall accept or receive any gift of alcoholic liquor or other things of value from any manufacturer, wholesaler or distributor doing business with the Commission or seeking to do business with the Commission, and that no member of the Iowa Liquor Control Commission, secretary, officer or employee of the Commission shall at any time give or sell any sample liquor, or liquor received for chemical analysis to any person.

(7) No agent or representative of any manufacturer, wholesaler or distributor of liquor shall visit any state liquor store except for the purpose of making a purchase in the usual manner, as any other customer, and such person shall not enter any warehouse, store of the Commission for the purpose of sales promotion or to secure information regarding inventory or any other matter relating to sales.

(8) Upon violation of any of the foregoing regulations by any agent or representative, the Commission shall demand the removal of such agent or representative from any further activities in the state and may de-list his company's products.

(9) It shall be the duty of the Secretary of the Commission to list all brands submitted for listing with the comparison of the price offered with prices quoted to other states in a permanent book. This permanent book to be kept in office of Buyer for perusal by Commissioners at any time.

Regulation 21. Liquor Samples.

(1) "No manufacturer or wholesaler shall give away any alcoholic liquor of any kind or description at any time in connection with his business except for testing or sampling purposes only." (C 123 Section 123.39, Code of Iowa, 1958.)

(2) It shall be the duty of the Iowa Liquor Control Commission, when a brand of liquor has been accepted for testing by the Commission, to forward samples to the chemist for analysis. Such brand shall be subject to final approval by the Commission after receiving a chemist's report.

(3) 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, and they 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 submission made. This rule is established as a means of shortening interviews.

(4) When a distiller wishes to change the formula or price of a brand already listed with the Commission, he must submit new quotations 30 days prior to the effective date. If a formula change, the distillers must forward two bottles to the Commission for chemical analysis and sampling before the Commission accepts the formula change.

(5) In June and December of each year, the Commission shall order all remaining samples disposed of by transfer to stock or by destruction, or by transfer to hospitals or state institutions. The Commission shall keep a written record of the method of disposition of all samples.

Regulation 22. Purchase of Liquor.

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

(2) The initial purchase of a brand of liquor not currently stocked shall be made only upon the formal resolution of the Commission authorizing said purchase. The Commission shall enter into no agreement for the receipt of "bonus" cases of liquor as consideration for quantity purchases. The Commission may, however, accept discounts in price given in consideration for quantity purchases.

Regulation 23. Purchase of Equipment and Supplies.

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

(2) 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 purchasing agent. After required approval for the purchase of items requisitioned has been obtained, the Purchasing Department shall obtain written bids, at least three in number, if possible, from suppliers who are able to supply the required

article. Bids may be dispensed with on purchases amounting to \$100.00 or less.

(3) Preparation of Purchase Orders. After required approval of purchase requisitions has been obtained, the Purchasing Department shall prepare in quintuplicate Form O-1, Purchase Order. The five copies of Form O-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.

(4) No employee of the Commission shall make any representation for or on behalf of the Commission for the purchase or lease of premises or equipment and supplies unless authority in writing is specifically given. 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.

