

STATE OF IOWA  
1952

# Rules and Regulations

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## Iowa Liquor Control Commission

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Adopted under Authority of Chapter 123.17  
of the Code of Iowa, 1950, 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, 1952

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To be effective as of  
January 1, 1952

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To be effective as of  
January 1, 1952

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HAROLD E. WOLFE, Commissioner  
R. F. SWIFT, Commissioner  
ARTHUR A. COBURN, Commissioner  
H. E. ATWELL, Secretary

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Published by  
THE STATE OF IOWA  
Des Moines

## **PERMIT DEPARTMENT**

### **Regulation 1. Manufacture 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 only on the premises where such grapes, cherries, other fruit juices or honey are grown and produced, in quantities not to exceed five gallons at any one time to any one customer and not to exceed 500 gallons for any one year to all customers, for consumption off the premises. Any manufacturer of native wines from grapes, cherries, other fruit juices or honey grown and produced in Iowa, who wishes to sell more than 500 gallons in any one year, shall be classed as coming under the provisions of Section 123.36 Code of Iowa 1950, and shall obtain a manufacturer's license.

### **Regulation 2. Ethyl Alcohol**

(1) Ethyl alcohol shall be sold only to the holders of special permits issued to physicians, pharmacists, dentists, veterinarians, soldiers' homes, sanitariums, hospitals, colleges, homes for the aged, and to manufacturers of compounds.

### **Regulation 3. Wholesalers and Manufacturers**

(1) No holder of a wholesaler's or manufacturer's license may have or maintain more than one place of business.

(2) No sales may be made to any person outside the state of Iowa unless such purchaser has the legal right to buy the liquor so sold at the place of his residence in accordance with the laws there prevailing.

(3) Before the wholesaler or manufacturer shall make any such sale the purchaser shall produce and exhibit to the wholesaler or manufacturer proof of his right to purchase such 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 such liquor, the wholesaler or manufacturer must make a record thereof, which record shall show the registry number of such license or permit, the date thereof and where same was issued and to whom.

(5) The wholesaler or manufacturer 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 items sold to each such individual together with the name and address of the purchaser. The wholesaler or manufacturer shall obtain from the carrier a receipt for the shipment of liquor made to such customer and shall retain such receipt for delivery to this Commission.

(6) The records to be made by such wholesaler or manufacturer as above provided shall be at all times open to the inspection of this Commission or any representative thereof.

(7) An exact copy of all reports required by Federal Government must be in the hands of the Commission by the 10th of each month, covering the transactions of the previous month.

#### **Regulation 4. Licenses and Permits**

(1) No license or permit shall be granted to manufacturers, wholesalers, or to a soldiers' home, sanitarium, hospital, college, or home for the aged until a thorough examination has been made of the applicant in order to obtain such information as will aid the Commission in determining whether to grant or to refuse such application.

(2) Each person, firm or corporation holding a manufacturer's or wholesaler's permit or license may only sell to customers outside of the State of Iowa who have a legal right to buy, transport, and possess liquor in the State into which the liquor so purchased is taken.

#### **Regulation 5. Duplicate Permits — Vendors to Questions**

(1) Vendors are directed and authorized to make such inquiry of applicants for Duplicate Permits as are pertinent to the declaration made in the application, (a) where the Vendor is unacquainted with applicant, (b) where application has been made of a Vendor other than the Vendor issuing the original permit, (c) where the applicant is making a second or third application for a duplicate permit, (d) when in doubt as to legitimacy of the application.

(2) Vendors are further authorized, (in their discretion), to require a sworn affidavit made by applicant, in addition to the application, as to the loss of former permit, reciting the facts and circumstances of the alleged loss, that said permit is not in use by other parties nor by applicant, and that applicant will diligently attempt to recover said missing permit or permits and return same for cancellation to Vendor or to the Permit Department.

### **Regulation 6. Sureties on Bonds**

(1) Bonds furnished the Commission by (a) employees of this Commission (b) Manufacturers of Compounds (c) Wholesale 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 may 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.

### **Regulation 7. Records Confidential**

(1) The names of permit holders and the records of sales to permit holders shall be confidential to the Commission and its employees. Any employee who divulges any information in respect to the names of permit holders or purchases by permit holders shall without further cause be dismissed.

(2) Provided, however, that the Commission may, in its discretion, authorize the examination of such records by law enforcement officers.

## **PERSONNEL AND STORE OPERATIONS**

### **Regulation 8. 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 & 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. 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 9. 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 10. 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 60 to 90 days before being designated as "Regular" employees. Temporary employees are subject to dismissal or transfer upon recommendation of department heads. Compensation during tryout period may be fixed by agreement at a figure below the salary paid "Regular" employees for same kind of work.

#### **Regulation 11. Conduct of Employees**

(1) Every employee of the Commission who shall consume 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.

(2) Every person employed by the Commission who shall become intoxicated while on duty or who shall appear in any public place in such condition shall be immediately discharged from such employ.

#### **Regulation 12. "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 Sect. 123.14 Code, 1950)

#### **Regulation 13. 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 the 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, entitled to one week's vacation with pay during their second year of employment; and after two years of employment are entitled to two weeks' vacation with pay during their third year of employment and annually thereafter,

(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 that 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 vacations 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 14. Promotions and Transfers**

(1) Promotions and transfers from one department to another shall be for a temporary period until fitness for new position can be determined by actual tryout. Salaries shall not be increased during the tryout period. Promotions within a department may be made without reference to a tryout period.



### **Regulation 15. Department Heads May Issue Rules**

(1) Central Office Department Heads may issue certain departmental rules and regulations after presenting same to the Commission and receiving the approval of that body for their promulgation.

(2) (N.B.)—At date of this publication December 1, 1951, there is one issued by the Warehouse, (a) Instructions to Truckers, and two issued by the Accounting Department (a) The Accounting Manual (b) Travel and Subsistence Rules.

### **Regulation 16. Limitations on Sales**

(1) No liquor shall be sold to (a) any person 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.

(2) The quantity of liquor sold to all other permit holders shall be wholly within the discretion of the vendors in the various liquor stores and the vendors are hereby granted authority to limit the quantity of liquor that any permit holder may purchase at any one time or during any specified time, if in the vendor's discretion, such limitation will put into effect the terms of the Iowa Liquor Control Act and the purpose for which it was enacted.

### **Regulation 17. 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, Cleveland, Ohio, 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 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 this Commission, or any one making inquiry, verbal or written, concerning financial or operating figures of the Com-

mission shall be referred to members of the Commission.

(4) When a Distiller wishes to change the formula or price of a brand already listed with the Commission, he must submit new quotations prior to the fifteenth of the preceding month in which the change is to become effective. If a formula change, the Distillers must forward two bottles to the Buyer for chemical analysis before the Commission accepts the formula change.

## **LIQUOR VENDORS**

### **Regulation 18. 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.

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

## **TRANSPORTATION AND WAREHOUSE**

### **Regulation 19. 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 125.23, Code of Iowa, 1950.

(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 125.16, 125.20, 125.22, Code of Iowa, 1950; 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 134, Code of Iowa, 1950, 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, 1950.

(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, 1950; 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 amount and character thereof, and the name and address of the consignor and consignee.

#### **Regulation 20. Rules and Regulations as Between Shippers and this Commission**

(1) **METHOD OF CONTROL AND ADMINISTRATION.** State monopoly system with exclusive state administration. State operated Retail package stores. Package only, no on premises 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 against 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 Liquor Control Commission certification labels 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 shipment, the vendor must stamp or stencil in legible size type on the end of the shipping case, immediately below the Standard Case Code Label, the legend "STATE SEALS NOT AFFIXED".

(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. 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 Monopoly 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 vendor. Purchase Order Number should not exceed one-half ( $\frac{1}{2}$ ) inch in height or be less than three eights ( $\frac{3}{8}$ ) of an inch in height.

(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  
East 7th & Court Ave  
Des Moines 8, Iowa

Copy to:

Supervisor of Liquor Stocks  
Iowa Liquor Control Commission  
East 7th & Court Ave  
Des Moines 8, Iowa

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

(9) 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.

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

(11) 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.

(12)• 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 plant. The shipping plant will retain the prepaid freight bill and not forward it to Iowa.

(13) 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..... 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:

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

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

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

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

Supervisor of Liquor Stocks  
Iowa Liquor Control Commission  
East 7th & Court Ave.,  
Des Moines 8, Iowa

(14) MAIL FORWARDING ADVICE:

Original to.....Commission Secretary  
Iowa Liquor Control Commission  
East 7th & Court Ave.,  
Des Moines 8, Iowa

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

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

\*Copy to.....Supervisor of Liquor Stocks  
 Iowa Liquor Control Commission  
 East 7th & Court Ave.,  
 Des Moines 8, Iowa  
 \*each copy to be mailed separately.

(15) 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 bunched 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 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 ....., 195.....

.....  
 Notary Public

The invoice in duplicate carrying the above Claimant's Affidavit together with signed memo-

random copy of the bill of lading is to be mailed immediately to: (Also see following NOTE)

Auditing Division  
Iowa Liquor Control Commission  
East 7th & Court Ave.,  
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 Auditing Division, Iowa Liquor Control Commission, East 7th & Court Ave., Des Moines 8, 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.
- (16) FOR CORRESPONDENCE PURPOSE:  
Chairman  
Commissioner  
Commissioner  
Commission Secretary  
Comptroller  
Auditor of Disbursements  
Superintendent of Permit Department.  
Superintendent of Central Warehouse  
Supervisor of Liquor Stocks

## PURCHASES

### Regulation 21. 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 by Statute as "Non-intoxi-



cating" and are sold under a system of private license administered by the Iowa State Tax Commission, Beer Division.

(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 the hearing. All suppliers 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) However, it is respectfully suggested that no local representative of any kind be employed or asked to make initial arrangement for hearing. This should be done from the general offices of the distillers, 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 set out both for the convenience of the Commission and convenience to the distillers. It is the desire of this Commission that all hearings shall be con-

ducted in as thorough and fair a manner as is possible.

(10) 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.

(11) It shall be the duty of the Secretary of the Commission to furnish the necessary stenographic help for all Hearings.

(12) It shall be the duty of the Buyer, when a brand of liquor has been tentatively approved by the Commission, to forward samples to the chemist for his analysis and such brand will be subject to final approval by the Commission after receiving a chemist report.

#### **Regulation 22. Liquor Samples**

(1) All samples of liquor are only to be received at Commission headquarters when the same have been ordered shipped by the Buyer of the Commission and said samples are to be used only for testing purposes.

(2) In June and December of each year the Commission shall order all samples remaining disposed of either by destruction or by transfer to hospitals or State institutions.

#### **Regulation 23. Purchase of Liquor**

(1) Every purchase order for alcoholic liquors shall be signed by all members of the Commission, or, in the absence of one 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 24. 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 O-2, Requisition for Supplies and Equipment. Form O-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.

(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 Purchasing Agent.

(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, if possible, 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 \$100.00 or less.

(5) Preparation of Purchase Orders. After required approval of purchase requisitions has been obtained, the Purchasing Department shall prepare in quintuplicate Form 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.

**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 20, Paragraphs 4.

**Note:** For bottle labels see Regulation 20, Paragraph 5.

**Note:** For Case Code Labels see Regulation 20, Paragraph 6.

### **Regulation 25. Iowa Certification Label**

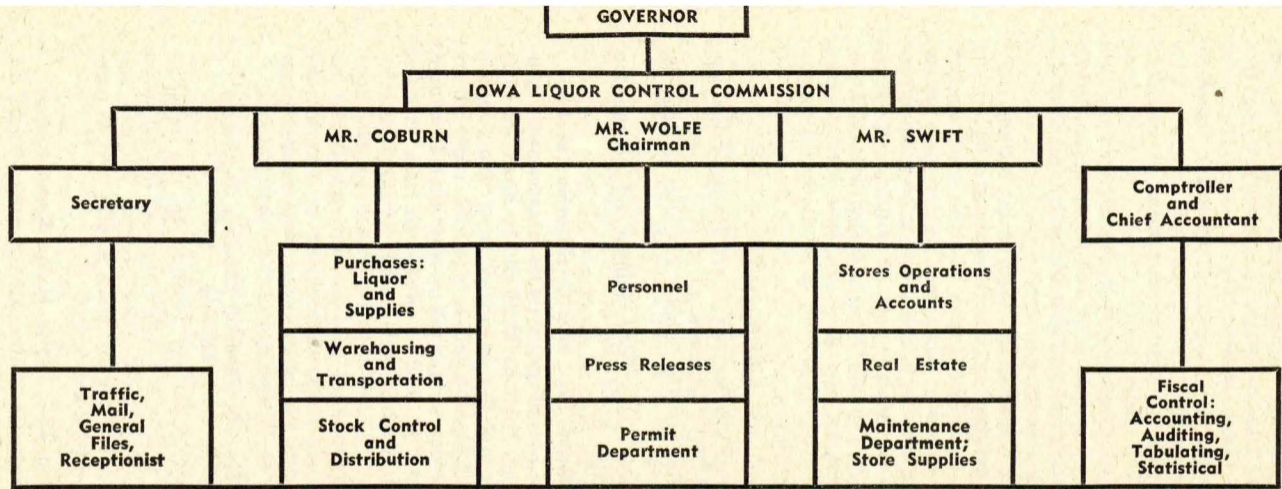
(1) The Certification label (state seal) provided for by Section 123.24 of the Code of 1950, shall be completely removed from every bottle on which it is attached or shall be covered by some other label in such a way that it cannot be seen and in such a way that the covering label's removal will destroy 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 26. Federal Labeling Regulation Adopted**

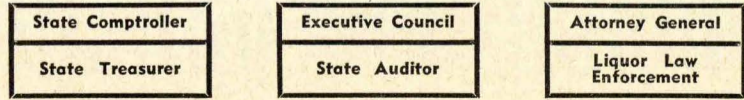
(1) The regulations relative to the labeling of distilled spirits and wines adopted and amended from time to time by the Federal Alcohol Administration are hereby made a part of the regulations of this Commission.

### **Regulation 27. Duties of the Commissioners**

(1) The duties of the three Commissioners are defined according to the following diagram:



Other State Departments immediately affected:



STATE LIBRARY OF IOWA



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