



Washington State
Liquor Control Board
3000 Pacific Ave. SE Olympia WA, 98504

February 21, 2012

No. 2012-02

TO: ALL SUPPLIERS

FROM: DEBI J. BESSER, DIRECTOR OF PURCHASING

SUBJECT: PRODUCT TRANSFERS

As a necessary step to facilitate the transition to the private sector, the Washington State Liquor Control Board intends to discontinue the practice of allowing transfer of products between stores. There may be several other processes and services customers have been used to receiving that also may be modified or discontinued in the future to facilitate closure of the State system.

To obtain accurate and timely financial statements/inventory levels the transfer system must close to ensure we have captured all transactions between stores. Transfers take approximately six to eight weeks to reconcile.

Communicating with Licensees and Customers

We are providing notices to licensees (class H accounts) in the form of a “stuffer” they will receive with their next order. We will also provide a separate notification to retail customers in the form of a tear-off sheet explaining that we are no longer providing store to store transfers but will direct customers to stores where the product can be found and purchased.

Phased Approach

We will have a phased approach to closing transfers. State stores will cease transfers to state stores on February 29, 2012. Contract stores will cease transfers on March 30, 2012. State and Contract stores may continue to receive selected transfers from state stores based on the exception process described in the next paragraph.

Limited exceptions may be granted based on demonstrated extreme need for both State and Contract stores. The authority for such exceptions will be held by Finance, Merchandise Accounting, Byron Maine, 360-664-1680.

We apologize in advance for any inconvenience this may cause. However, this action is necessary to ensure a smooth transition to the private sector.