



Revised Oct-16

## WYOMING DEPARTMENT OF REVENUE LIQUOR DIVISION POLICY & PROCEDURE

### FLOOR STOCK ADJUSTMENT

Because Wyoming is not a bailment state and our available inventory was purchased at the higher price, a floor stock adjustment is needed to allow us to pass along the decrease to the Wyoming retailers effective the same month as the new price.

The floor stock adjustment letter must be submitted with the Standard Quotation and Specification Form. Deadlines to submit listed quotations and floor stock adjustments for decreases are as follows:

Changes effective February 1 are due November 30 of the previous year

Changes effective May 1 are due February 28

Changes effective August 1 are due May 31

Changes effective November 1 are due August 31

Please submit the Floor Stock Adjustment letter on company letterhead and include the following:

- **NABCA code #**
- **Size**
- **Product description**
- **Old FOB cost**
- **New FOB cost**
- **FOB \$ difference per case**
- **Date floor stock adjustment is effective (Ex. Effective on all inventory as of January 31, 2015 - to lower the price on both the purchasing and selling sides February 1, 2015)**
- **Signature line with contact information**

The Wyoming Liquor Division will bill back the vendor for the difference between the old FOB and new FOB for any stock remaining in our warehouse. Inventory reports are generated the last business day of the month prior to the floor stock adjustment taking effect. These are the quantities used for floor stock adjustment billing purposes.