



Revised Oct-16

WYOMING DEPARTMENT OF REVENUE LIQUOR DIVISION POLICY & PROCEDURE

DEPLETION ALLOWANCE (DA) GUIDELINES

DAs are only offered on listed items.

Required information on each DA letter:

- An effective date that starts on the 1st of a month
- NABCA Code
- Size
- Description
- DA Dollar amount (must be at least 10% of the selling cost)

Requirements for DAs:

- Cannot be offered more than 2 consecutive months
- Must be submitted at least 60 days prior to the effective date
- Cannot be submitted more than 3 months in advance
- Pricing needs to be submitted correctly to correspond with quarterly price changes
- Information must be submitted by the vendor of record

Special exception is made for items that are Not To Be Reordered. Please see memo "DA requirements for NTBRO" for more information.

Please see attached example DA letter as a reference.

YOUR COMPANY LETTERHEAD

Current date

Ms. Angela Lebeda
Purchasing Manager
Wyoming Liquor Commission
6601 Campstool Rd
Cheyenne, WY 82002-0500

Dear Ms. Lebeda:

On behalf of company name we are pleased to offer the following ***Depletion Allowances*** during the month of **February 2016**:

NABCA			DA
<u>Code #</u>	<u>Size</u>	<u>Description</u>	<u>Amount</u>

Should you should have any questions, please contact me (***) ***-****

Thank you for your continued support of our brands.

Sincerely,