



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 1<sup>st</sup> 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**:

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

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

Thank you for your continued support of our brands.

Sincerely,