



Revised Oct-16

WYOMING DEPARTMENT OF REVENUE LIQUOR DIVISION POLICY & PROCEDURE

DA GUIDELINES FOR NOT TO BE REORDERED ITEMS

When the status of a listed item is changed to Not To Be Reordered (NTBRO) or Delisted please use the following guidelines when submitting a depletion allowance letter to deplete any remaining inventory:

On company letterhead please include the following:

- Effective date – must start on the 1st of a month (until all current inventory is depleted)
- NABCA Code - Size - Description - DA Dollar amount (must be at least 10% of the selling cost)
- Must be submitted on a separate sheet – do not include with your regular monthly DAs

WLD will:

- Monitor sales of this item and update the DA info as needed
- Maintain a copy of the letter from month to month until all inventory is depleted
- Change the item status to special order once all inventory is depleted
- Bill back the vendor for all items sold during the sale month

To make changes to an existing DA letter:

- Submit a new letter with an effective date of the 1st of the next month
- Make sure the date states “until all current inventory is depleted”

Since this is to help deplete current inventory, we do not require the standard 60 days’ notice on the DA information. The newest letter will supersede any previous letters on file.