



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

DATE: APRIL 3, 2012 No. 2012-04

TO: ALL SUPPLIERS

FROM: DEBI J. BESSER, DIRECTOR OF PURCHASING

SUBJECT: PICK UP OF SUPPLIER/BROKER PROPERTY

With the implementation of I-1183, it is necessary to begin removing the supplier/broker owned materials from our state retail stores. There is currently a variety of supplier/broker property in stores, including branded display racks, neon lights, artwork, mirrors, etc.

We are requesting suppliers/brokers to pick up all their property from state stores no later than April 25, 2012. After that date, the WSLCB will assume the supplier/broker has forfeited their ownership of their property and it will be processed according to WSLCB's asset disposal policy. If you would like to request an extension to pick up specific items after April 25, 2012 please contact the purchasing division at purchasing@liq.wa.gov.

Pick-up Process

1. Please contact the Store Manager at least 48 hours in advance to arrange for a mutually acceptable pick-up time.
2. Store personnel may request ID to verify the identity of the representative sent to pick up their property.
3. The supplier/broker representative will be asked to sign a form to acknowledge their receipt of the items.

If you do not wish to pick up your property, please provide written notice of your intention to purchasing@liq.wa.gov.

If you have any questions, please feel free to contact me at djb@liq.wa.gov, or (360) 664-1668.

Thank you for your continued partnership.