



STATE OF MICHIGAN  
LIQUOR CONTROL COMMISSION  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
KEITH W. COOLEY, DIRECTOR

JENNIFER M. GRANHOLM  
GOVERNOR

NIDA R. SAMONA  
CHAIRPERSON

**Bulletin No. 3115-17**

**Date:** March 30, 2007  
**To:** Authorized Distribution Agents  
**From:** Michigan Liquor Control Commission  
**Subject:** Business Operating Procedure – Payment Instructions

The Michigan Liquor Control Commission, at its administrative meeting of March 27, 2007, adopted the attached Administrative Order as a Business Operating Procedure regarding payment instructions in accordance with Rule 436.1802(14).

The March 27, 2007 Business Operating Procedure amended the February 23, 1999 Commission Order regarding payment instructions to require Authorized Distribution Agents (ADAs) to immediately inform the MLCC of thefts or hijackings of licensee orders from ADA delivery vehicles, to require ADAs to immediately inform the MLCC of any thefts of spirits from their warehouse of 10 cases or more from any single incident, and to require ADAs to make a photocopy of the driver's license of the person picking up a product order from an ADA warehouse and retain the copy for 90 days.

Attached is the Commission's March 27, 2007 Business Operating Procedure.

Please see that copies of this Bulletin and the March 27, 2007 Business Operating Procedure are distributed to the appropriate people in your organizations.

If you have any questions please contact Rick Perkins at 517-322-1370 or email at [perkinsr@michigan.gov](mailto:perkinsr@michigan.gov).

STATE OF MICHIGAN

DEPARTMENT OF LABOR AND ECONOMIC GROWTH  
LIQUOR CONTROL COMMISSION

General Wine & Liquor Company, Inc.  
373 Victor Avenue  
Highland Park, MI 48203

NWS Michigan, Inc.  
17550 Allen Road  
Brownstown, MI 48192

J. Lewis Cooper Co.  
Trans-Con, Inc.  
3101 Gulley Rd., Suite I  
Dearborn, MI 48124-4405

Chinese Import & Export Co.  
3508 Bristol  
Troy, MI 48083

Henry A. Fox Sales Company  
4494 36<sup>th</sup> Street SE  
Kentwood, MI 49512

Fabiano Bros., Inc.  
1219 N. Mission  
Mt. Pleasant, MI 48804

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ADMINISTRATIVE ORDER

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In accordance with the provisions of R 436.1802(14), the February 23, 1999 Commission Order regarding state-owned inventory which was adopted as a Business Operating Procedure on March 13, 2002, be amended and that the following policy regarding payment instructions be approved and restated and adopted as a Business Operating Procedure:

Authorized Distribution Agents shall instruct their drivers to not accept payment without the licensee's license number on the check, money order, certified check, or cashier's check.

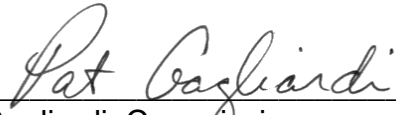
ADAs shall immediately inform the MLCC of thefts or hijackings of licensee orders from ADA delivery vehicles.

ADAs shall immediately inform the MLCC of any thefts of spirits from their warehouse of 10 cases or more from any single incident.

Authorized Distribution Agents shall make a photocopy of the driver's license of the person picking up a product order from an ADA warehouse and retain the copy for 90 days.



Nida R. Samona, Chairperson



Pat Gagliardi, Commissioner



Judith M. Allen, Commissioner

March 27, 2007