



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Constitution Hall - 525 W. Allegan, Lansing, MI 48933  
Mailing address: P.O. Box 30005, Lansing, MI 48909  
Toll-Free: 866-813-0011 - [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

## **Request to Recode State Owned Merchandise (LC-3108) Instructions**

Periodically, for customary and usual commercial reasons, Liquor Suppliers request Authorized Distribution Agents (ADAs) to sell value added merchandise or other products under a different code number. The Michigan Liquor Control Commission (MLCC) is not concerned with this as long as State Owned merchandise is not involved. If the State owns some or all of the merchandise, however, the Commission has ordered the adherence to the Business Operating Procedure of June 21, 2005.

The process starts with the decision being made by the Supplier that existing stock of an item should be sold under a different code number, such as a value added product sold as a regular stock item.

Per Commission Order of September 26, 2000, adopted as a Business Operating Procedure on March 13, 2002, and amended and restated on June 21, 2005, all spirit codes must be sold at the same code under which they were quoted and purchased unless the MLCC has approved otherwise. Accordingly, the ADA and/or Supplier must request in writing permission to switch code numbers on any State Owned merchandise. This is to be done by submitting the attached Request to Recode State Owned Merchandise (LC-3108) form to the MLCC Financial Management Division stating the reason for the change, the code number to be changed, the code to which it is to be switched, and the brand and descriptions.

Financial Management Division staff will receive the request and verify the following:

Code numbers of the products involved.

That the prices of the two items are the same or that the "new code" product is higher priced.

The date upon which the ADA wants to start selling the product under the new code number.

If all of the information is correct, staff will approve the request and notify the ADA that they can begin selling the merchandise under the new code number effective upon their requested date.

If the request is denied, staff will notify the ADA that the merchandise must continue to be sold under the old code number.

Hard copy requests can be faxed to **517-763-0062, 517-763-0061** or mailed to

Michigan Liquor Control Commission  
Financial Management Division  
Attn: Data Management  
P.O. Box 30005  
Lansing, MI 48909

If you have any questions please contact the Financial Management Division Helpline at 866-813-0011.

