



## Agency Operations Weekly Activity Report

Division of Liquor Control

*Monday, Sept. 26, 2016*

*Recent Activity & Stakeholder Communications:*



### **Columbus Day Ordering/Rush Order Schedule**

#### **Ordering Schedule:**

Please note that the Division of Liquor Control offices will be closed on Oct. 10 for Columbus Day. Please follow this revised schedule to ensure timely processing of your requisitions: If your normal delivery day is Oct. 11 or Oct. 12, requisitions must be submitted by 3 p.m. on Oct. 6.

#### **Rush Order Schedule:**

To ensure timely processing, Rush Orders submitted after 8 a.m. on Oct. 7 will be processed on Oct. 11 for delivery on Oct. 12 or Oct. 13. Trucking will contact you with the day/time of your delivery.

Please remember that Rush Orders are for emergency needs only. Agencies that cancel their replenishment and requisitions are NOT eligible for Rush Orders that week. Please be sure to comply with the Rush Order parameters to ensure requests are effectively managed - Rush Orders that do not meet this criteria will not be approved:

- 50 case maximum; five case minimum
- One Rush Order processed per week
- New items/sizes, printer paper, paper bags and gift sets not eligible for Rush Orders

If you have any questions or concerns, please contact your DOLC Allocations Clerk:

- Cleveland and Toledo districts — Armondo Washington: 614-644-2517
- Columbus and Cincinnati districts — Beth Oliver: 614-644-2519

You can also contact the help desk at [COMLiquorBaseHelpDesk@com.state.oh.us](mailto:COMLiquorBaseHelpDesk@com.state.oh.us) or 877-812-0013.



## Emergency Notification & Assistance

Please note that the **DOLC offices will be closed on Oct. 10** for Columbus Day.

In the event an Agency emergency occurs on the weekend or outside of the DOLC's normal business hours (Mon. - Fri. 8 a.m. to 5 p.m.), please notify DOLC using the following emergency contact e-mail address: [liquoremergencycontact@com.state.oh.us](mailto:liquoremergencycontact@com.state.oh.us).

In an effort to best serve you, it is vital that this e-mail address be used only for emergencies, including:

- Unplanned system outages
- Safety risks
- Security risks
- Major theft

This does not replace the DOLC help desk during normal business hours, but is an additional means to communicate Agency emergency issues to the DOLC Senior Leadership Team for a timely resolution.



## Agency Surety Bonds

The Agency contract requires all Contract Liquor Agencies to acquire a Surety Bond. These Bond renewals are due to DOLC **no later than Oct.1, 2016**, for the Oct. 1, 2016 – Sept. 30, 2017 bond period.

Please send proof of your Surety Bond renewal to the following address:

**Division of Liquor Control  
Agency Operations Section  
Attention: Chris Hill  
6606 Tussing Road, Reynoldsburg, Ohio 43068**

Or fax to: **614-728-1281**

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### Legend:



**Requires Agencies to take action**



**Liquor Modernization Project (LMP) information**



**Agency Best Practices**

*Know additional people who would like this weekly report?  
Send their email addresses to: [matt.mullins@com.state.oh.us](mailto:matt.mullins@com.state.oh.us)*