



Liquor Agency Operations

Weekly Activity Report

Monday, April 4, 2016

Recent Activity & Stakeholder Communications:

➤ **Fraudulent Wholesale Account Scam Alert!**

Attention all Agents! Please be aware that there are individuals representing themselves as retail permit holders and placing large quantity wholesale orders. These orders are being paid for with a check that is not written on the wholesale account, but from another business/person. Those checks have turned out to be bad checks with insufficient funds.

Protect your Agency against incurring a loss by always verifying your wholesale accounts, and never accept a check from an unknown source.

Please e-mail the helpdesk at COMLiquorBaseHelpDesk@com.state.oh.us or call 1-877-812-0013 if you have any information or questions about this matter.

➤ **Rush Order Schedule for Columbus Warehouse Audit:**

Please note the following Rush Order schedule for the Columbus warehouse audit. **These dates will impact the delivery dates for Rush Orders only to Agencies serviced out of the Columbus warehouse region.**

- **Columbus warehouse closed for audit – April 18th:**

Rush Orders submitted after 8:00 a.m. on Friday, April 15th – April 18th will be processed on Tuesday, April 19th for delivery by Wednesday, April 20th. Trucking will contact you with the day/time of your delivery.

Please contact your allocations clerk if you have any questions or concerns.

➤ **Product Requisitions & Rush Orders:**

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.**

- **Rush Order Parameters:**

Agencies must be sure to comply with the Rush Order parameters to ensure requests are effectively managed:

- 50 case maximum;
- One Rush Order per week.

Rush Orders that do not meet the above criteria will not be approved. Please contact your auditor should you need additional assistance with the ordering process.

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