



# COMMONWEALTH of VIRGINIA

## *Department of Alcoholic Beverage Control*

COMMISSIONERS  
J. NEAL INSLEY, CHAIRMAN  
SANDRA C. CANADA  
BRYAN M. RHODE

2901 HERMITAGE ROAD  
P O BOX 27491  
RICHMOND, VIRGINIA 23261  
PHONE (804) 213-4400  
FAX (804) 213-4411  
TDD LOCAL (804) 213-4687

CHIEF OPERATING OFFICER/SECRETARY TO THE BOARD  
W. CURTIS COLEBURN, III

### Circular Letter 12-02

To: FARM WINERY LICENSEES

Subject: PURCHASE ORDERS

**PURPOSE:** The purpose of this Circular Letter is to communicate to Farm Winery licensees the procedure for the completion and submission of Purchase Orders for wine that has been removed from the licensees' bonded area to their retail sales area.

**BACKGROUND:** Recently Farm Winery licensees have requested that the Board continue to allow them to submit a monthly purchase order for all wines that they have transferred from their bonded area to their retail sales area.

**HELD:** Farm Winery licensees may complete and submit a monthly purchase order for wine that has been transferred from their bond area into their retail sales area during the month. Licensees are reminded that if you are submitting a purchase order for the month that the report must be mailed no later than the 5<sup>th</sup> day of the following month. Further, licensees are reminded that if they elect to file a consolidated monthly purchase order they must keep internal records documenting each movement of wine from the bonded area to their retail sales area.

**INQUIRIES:** Should you have questions regarding this guidance document, you should contact our Tax Management Section at (804) 213-2034 or your Compliance Agent.

A handwritten signature in cursive script that reads "W. Curtis Coleburn III".

W. Curtis Coleburn III  
Chief Operating Office/Secretary to the Board