



**Pete Ricketts**  
Governor

## STATE OF NEBRASKA

NEBRASKA LIQUOR CONTROL COMMISSION

**Robert B. Rupe**

Executive Director

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March 24, 2015

RE: Retail Licensee Signing Wholesale Invoices for Alcoholic Products (Spirits, Wine, Beer)

Dear Retail Licensee,

The Commission has received information that certain **retail licensees** are refusing to sign wholesale sales invoices at the time of delivery. Please be advised regulations require the retail licensee or authorized agent of the retailer to sign first and last name in legible form when accepting and receiving product into retail premises and floor inventory. **Please be reminded simple initials or just first names are not acceptable.** The wholesale/retail invoices link to State Excise Taxes levied on alcoholic products and therefore become a critical document and are only valid when signed in full by the retail licensee. **Anything less than full signing requirements are subject to the retail licensee receiving a citation and hearing in front of the Nebraska Liquor Control Commission. Reference Regulations: Statute 53-165, 53-175, 53-176, Chapter 7, 002.01 & 002.02.**

**NOTE: Wholesale licensees are charged with reporting to Commission any retail licensee refusing to cooperate accordingly.**

Sincerely,  
NEBRASKA LIQUOR CONTROL COMMISSION

Robert B. Rupe  
Executive Director

HBR/lp

Pc: Jerry Van Ackeren  
Mary Messman  
File

**Janice M. Wiebusch**  
Commissioner

**Robert Batt**  
Chairman

**Bruce Bailey**  
Commissioner