

Processing of Bulk Alcohol Approvals during PLCB office closing

Pharmacies should use this process and purchase directly from in-state or out of state distillers.

Governor Wolf has directed all State Offices to close and employees to work remotely if able. Due to this direction, the PLCB is not in the office to receive any mail deliveries, leaving your requests for Bulk Alcohol Approvals unable to be processed. After reviewing the situation and understanding pharmacies need to receive your ethyl alcohol timely, we are revising the approval process to accept email requests until our office reopens.

To have your approval requests processed by email, please follow the steps below:

Send an email including an attachment of your Bulk Alcohol Request along with your copy of the check or money order for \$5, to ra-lbmarketing@pa.gov.

Add the note **BULK ALCOHOL REQUEST** in the subject line of the email.

To ensure that the completed approval notice reaches the correct persons, be sure to include the email address of the person that should receive the copy of the approval notice. This is for both your company, as well as the company from which you are purchasing.

You **must still mail** a hard copy of the request, along with your check or money order for \$5 for the order you email to us. Please include a note that the order was emailed to us, including the date of the email so orders can be matched correctly.

Questions may be directed to Brandi Smith at bnsmith@pa.gov or Karen Romberger at karrromberg@pa.gov.