

WAC 16-237-145 Grain dealer recordkeeping requirements. Each dealer shall maintain the following records at a location as required by RCW 22.09.340:

- (1) Contracts. Contracts issued to producers must:
 - (a) Be serially numbered.
 - (b) Clearly indicate the date title passes.
 - (c) Show the net price due the producer or charges to be deducted from the selling price.
 - (d) Show the date payment is due.
 - (e) Indicate the method of adjustment for over and under deliveries.
 - (f) Show date paid.
 - (g) Be maintained in numerical sequence by month payment is due for outstanding contracts and completed contracts must be filed numerically.
- (2) Delayed price contracts. Delayed price contracts must contain the following information:
 - (a) Indicate in large type the date title will pass.
 - (b) Show the method for setting price.
 - (c) Charges to be assessed.
 - (d) Commodity and quantity contracted.
- (3) Purchase reports. Each dealer who purchases commodity from a producer must issue a purchase report to the producer at the time of payment which shall:
 - (a) Be prenumbered.
 - (b) Show commodity and quantity purchased.
 - (c) Show price and basis.
 - (d) Show discounts.
 - (e) Show itemized charges assessed the producer.
 - (f) Show the check number and date paid with one copy filed numerically.
- (4) Producer ledger. Each dealer must maintain a producer ledger showing:
 - (a) The name of each producer from whom the dealer has purchased an agricultural commodity.
 - (b) The amount contracted with corresponding contract number.
 - (c) Scale ticket numbers, lot numbers and/or bills of lading to apply against the contract.
 - (d) The purchase voucher number.
- (5) Daily position. All grain dealers shall maintain a daily position by commodity in regard to producer purchases showing:
 - (a) The net buy/sell position.
 - (b) The amount in pounds, bushels, tons, or hundred weight of delayed price contracts which the producer has not priced.
 - (c) The amount in pounds, bushels, tons, or hundred weight which the producer has priced but has not received payment.

[Statutory Authority: RCW 22.09.020(13). WSR 00-21-043, § 16-237-145, filed 10/13/00, effective 11/13/00.]