February 23, 2001

Bingo Verification Slips and Voiding Instructions

BACKGROUND

Bingo Rule 319 states, in part: "(1) A verification slip shall be issued by the licensee in consecutive number order when hard cards are sold or an admission fee is charged…
(5) The licensee shall account for each verification slip number. Any break in the consecutive numbering system shall be documented in writing and retained with the game records. (6) Any voiding or changing of verification slips shall be done in accordance with directives of the bureau."

ADDITIONAL BINGO CARD PURCHASES

1. If a player wishes to purchase additional bingo cards after the verification slip has been completed, the following shall be adhered to:

   a. The licensee shall issue the player a second verification slip with the additional purchase posted on the verification slip and on the Master Control Sheet.

   b. The licensee shall make a notation on the Master Control Sheet referencing the original verification slip number to the new verification slip number.

PLAYER REFUND

2. If a player requests a partial or full refund for the bingo cards they have purchased, the verification slip may be voided and a refund granted in accordance with house rules and the following:

   a. The licensee shall note the amount of refund on the front of the verification slip.

   b. The licensee shall write "void" on the verification slip.

   c. The player shall write their name, address, telephone number, and amount of refund on the back of the verification slip and sign.

   d. The licensee shall ensure that all information is legible and clearly written on the verification slip and sign.

   e. The licensee shall attach the voided verification slip to the Master Control Sheet and maintain it with the weekly game records.

   f. The licensee shall not issue a refund if the player does not provide the required information.

Signed copy available upon request

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Don Gilmer, Lottery Commissioner   Date