



May 16, 2001

Charitable Gaming  
Directive No. 3.04.01

## Cash Registers

### BACKGROUND

Verification slips and a master control form are required where hard cards are sold or an admission fee is charged. Bingo Rule 320 states: "The licensee may use a cash register system in place of verification slips and master control form if the cash register complies with directives of the bureau."

### TERMS AND CONDITIONS

Licensees using a cash register to substitute for the manual completion of the verification slips and master control form shall meet the following minimum requirements:

1. The cash register shall be equipped with a printer which has a minimum capacity of 16 alpha and numeric characters per line for both the register receipt and audit trail tape.
2. The cash register shall print consecutively numbered receipts which contain, at a minimum, the following information:
  - a. The name of the licensee and the license number.
  - b. The date the slip was issued.
  - c. Type of sale.
    - i. Admission fee, if charged.
    - ii. Hard cards, if sold.
    - iii. Disposable bingo cards, if using the cash register to record these sales.
  - d. A unique receipt number that is printed on the verification slip in continuous, consecutive order.
  - e. The quantity and price of each type of sale listed.
  - f. Total sale.
3. The information printed on the cash register receipt shall be legible.
4. The receipt shall be clearly displayed by each player.
5. The cash register shall produce an internal audit trail tape that makes a duplicate record of the information stated in item 2, as transacted. The audit trail tape shall also list control totals at the end of the bingo occasion for each type of sale recorded.
6. The audit trail tape for each occasion shall be removed from the register and retained with the game records for that occasion.

7. The cash register shall print consecutive receipt numbers which do not return to zero after the bingo occasion. The cash register shall retain its transaction count between uses even if its power source is interrupted.
8. A separate key shall be used to record each type of sale for which the cash register is used, including each type of discounted sale.
9. The cash register shall provide a total for each type of sale recorded.
10. If a player wants to make an additional purchase or change the original purchase, the transaction shall be voided and a new cash register receipt shall be issued. The voided receipt shall be cross referenced to the new cash register receipt. The original receipt and the "void" receipt shall be attached to the audit trail tape at the end of the bingo occasion. The cash register shall be equipped with a void key which permits the operator to enter the void into the register. The voided cash register receipt shall contain the following:
  - a. The word "void."
  - b. The amount of the transaction.
  - c. The player shall print their name, address, and telephone number, and sign the back of the receipt.
  - d. If the player is receiving a refund, they shall print their name, address, telephone number, and the amount of the refund, and sign the back of the receipt.
  - e. The licensee shall not issue a refund if the player does not provide the required information.
11. The cash register shall only be used for bingo game related activity. Do not include food or beverages.
12. A cash register may be used for more than one bingo license only if it can account for each licensee's transactions separately.
13. Should the cash register fail during the bingo occasion (e.g., malfunction, power outage), the licensee shall complete the master control form and verification slips manually.

## **REQUIRED FUNCTIONS**

14. The cash register shall be capable of performing an occasion reset or Z function at the close of each occasion. The reset function shall only be completed by the chairperson for the occasion. The chairperson shall sign the Z tape which shall be retained with the game records for that occasion.
15. After the Z function has been completed, the actual cash in the register drawer shall be counted, recorded, and secured. The actual cash counted shall be reconciled to the Z tape total.
16. The cash register shall be capable of performing a period reset or Z2 function. The function shall be performed after the last occasion of the quarter and shall only be completed by the chairperson. The chairperson shall sign the Z2 tape which shall be retained with the game records for that quarter.

17. The cash register shall be capable of performing a read only (X or X2) function after the close of door sales.

Signed copy available upon request

Don Gilmer, Lottery Commissioner

\_\_\_\_\_  
Date