



www.michigan.gov/cg

BINGO GUIDE

Table of Contents

Introduction	1
Corresponding with the Bureau	1
How to Play Bingo	1
Winning Bingo Patterns	1
Bingo Definitions	2
Who Can Conduct Bingo	3
Principal Officer	4
Bingo Workers	5
Duties of Bingo Workers	5
Game Conduct	7
Bingo House Rules	7
Bingo Game Program	8
Licensee's Checking Account	12
Transfer of Bingo Equipment	12
Game Records	13
Record Retention	15
Directives	15
Organization and License Change Requirements	16
Temporary Cancellation	16
Seasonal Cancellation	17
Permanent Closing	17

Introduction

This guide is to assist nonprofit organizations in understanding the operation of bingo, as required by Act 382 of the Public Acts of 1972, as amended (Act), and as directed by the bureau. It also provides information regarding the duties of bingo workers, game conduct, organization and license change requirements, bingo game records, directives, and close out procedures.

It is imperative to read and understand the Bingo Rules. This guide should be read after the Bingo Rules have been thoroughly reviewed. If additional assistance is required, please contact your local inspector.

Corresponding with the Bureau

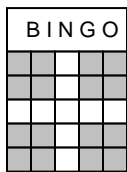
When corresponding or submitting documents to the bureau, make sure each document contains your organization's ID number and/or license number to assure the proper handling of your request.

How to Play Bingo

To play bingo, each player purchases one or more cards divided into numbered squares. A caller picks numbers randomly (up to 75). As the numbers are called, players scan their card(s) to see if that number appears. If the number appears, it is marked off for the duration of the game. The first player to achieve the winning bingo pattern in which all of the numbers have been called shouts "BINGO" and collects the prize.

Winning Bingo Patterns

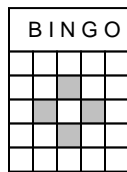
Below are some examples of winning bingo patterns. The winning bingo patterns are described in the game program.



Four Postage
Stamps
Clover Leaf



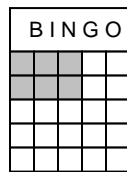
Outside
Diamond



Inside
Diamond



Postage Stamp
Any Corner



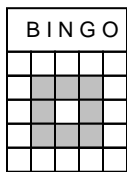
Six Pack
Anywhere On
Card



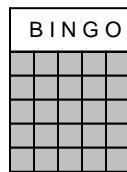
Letter C



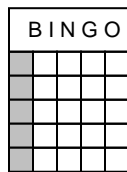
Outside Picture
Frame



Inside Picture
Frame



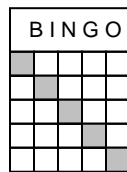
Coverall
Full House
Blackout



Regular
Straight
Line



Regular
Straight
Line



Diagonal
Any Direction



Letter L



Four Corners

Bingo Definitions

“Ball” means a ball used in the game of bingo similar to a ping-pong ball with a minimum size of 1 ¼ inches in diameter. The balls are typically numbered 1 through 75.

“Big Money Bingo” means a bingo game conducted as a statewide linked progressive jackpot game offering a large jackpot and can be played in place of the traditional Michigan Progressive Jackpot game.

“Bingo Books” means a specific number of different colored bingo sheets all containing the same number of faces (also known as ons) bound together to be played one for each game at a bingo session. The sheets are bound in the order in which they will be played.

“Bingo Card” or **“Card”** means a hard bingo card, disposable bingo card, or any other bingo card approved in writing by the bureau.

“Bingo Receptacle” means a container, which is either hand operated or mechanically operated, such as a cage, holder, or blower, which holds the bingo balls used in bingo games.

“Carnival Style Bingo” means a special bingo occasion in which the players are continuously entering and leaving the bingo occasion and paying for their bingo cards at various times throughout the bingo occasion.

“Color” means the color of each sheet.

“Cut” means the direction in which a sheet of faces will be cut from the master sheet (square, horizontal, or vertical).

“Disposable Bingo Card” means a bingo card with a serial number that is used 1 time and thrown away. All requirements that govern disposable bingo cards shall pertain to any quantity or form in which the cards may be sold; for example, single card, sheets, books, packets, or pads.

“Electronic Bingo Card Minding Device (EBCMD)” means a portable hand held computer that displays an electronic representation of bingo cards. When a number is called, the player inputs the number, and the device daubs all cards. Some devices operate by remote frequency, which requires no player input. When a bingo is detected, the device emits an audible tone alerting the player.

“Face” means the individual bingo sheet containing 24 numbers plus the free space in the middle.

“Hard Bingo Card” means a bingo card that is designed for repeated use.

“Last Number Called” means the last number drawn from the bingo receptacle, shown to not less than 2 players, and completely called.

“Master Board” means a board that has holes typically numbered 1 through 75 and is used in playing bingo. As the bingo balls are drawn from the bingo receptacle, they are placed on, or in, the board with the number of the ball matching the number on the board.

“Michigan Progressive Jackpot” means a bingo game conducted in conjunction with a licensed large bingo occasion, where the value of the prize is carried forward to the next bingo occasion if no player bingos in the predetermined number of allowable calls. (This game may not be played in conjunction with the Big Money Bingo game.)

“On” means the number of bingo faces per sheet. A 6-on would have 6 faces per sheet.

“U-Pick’em style cards” means bingo cards that allow players to select a predetermined quantity of unique numbers between 1 and 75.

“Up” means the number of sheets that are used to make a book. For example, 9-up indicates that the book has 9 sheets of bingo paper, each used for a different game.

“Series” means the number of unique faces that a single set will contain. For example: a 9000 series has 9,000 unique faces.

Who Can Conduct Bingo

The Act only allows qualified nonprofit organizations to conduct bingo.

If your organization has never had a charitable gaming license, you need to submit qualification information to our office first. The Qualification Requirements are available on our website at www.michigan.gov/cg or call 517-335-5780 to find out more.

Bingos that Need a License

NOTE: Almost all bingos conducted in the state of Michigan need to be licensed.
--

To obtain an application for a bingo license, bingo rules, or bingo game records, go to our website at www.michigan.gov/cg or call 517-335-5780.

There are three types of bingo licenses that qualified organizations may apply for: Large, Small, and Special. Allow 6 weeks for processing of your qualification information and application.

A Large Bingo License allows an organization to conduct bingo one day per week. The prize limit per game is \$1,100 and the total prize limit for the occasion is \$3,500. The prizes for a Michigan progressive jackpot bingo game are not restricted by these limits.

A Small Bingo License allows an organization to conduct bingo one day per week. The prize limit per game is \$25 and the total prize limit for the occasion is \$300. The Michigan progressive jackpot bingo game cannot be played under this license.

A Special Bingo License allows an organization to conduct bingo for up to 7 consecutive days. Organizations can receive up to 4 special bingo licenses per calendar year. The prize limit per game is \$1,100 and the total prize limit for the occasion is \$3,500 per day. The Michigan progressive jackpot bingo game cannot be played under this license.

Bingos that Don't Need a License

Recreational bingo may be conducted by a senior citizens club, group, or home consisting of members who are 60 years of age or older without obtaining a license if all the following conditions are met:

- The bingo is conducted solely for the amusement and recreation of the members and guests of the senior citizens club, group, or home and not used for fund-raising.
- Only members, guests of members, and employees of the senior citizens club, group, or home may participate in the operation of the bingo.
- Players are not charged more than 25 cents for a bingo card, and the aggregate retail value of all prizes and merchandise awarded in a single day does not exceed \$100.
- All revenue from the bingo is used for prizes and reasonable expenses incurred in operating the bingo, and no person is compensated solely for participating in the conduct of the bingo.

Principal Officer

The principal officer of your organization is responsible for ensuring that your bingo is conducted in accordance with the Act, rules, terms of probation, and directives of the bureau. He or she is the highest ranking elected official of your organization and may be referred to as governor, president, commander, or another title determined by your bylaws.

Principal Officer's Responsibilities

- Overseeing the chairperson's duties.
- Ensuring proper controls are in place.
- Ensuring all proceeds are deposited in a timely manner.
- Reviewing the game records for accuracy.
- Completing the Charity Game Ticket Reconciliation (Bingo License) form.
- Signing all financial statements.
- Signing the Disposition of Promotional Items Received from Supplier form.

Bingo Workers

Chairperson

The bingo chairperson is the person in charge of the bingo game who is listed on the application or on the Bingo or Annual Charity Game Ticket License and Chairperson Change form and who has been a member of the organization for not less than 6 months.

A chairperson shall be present on the premises continuously during the sale of bingo cards, charity game tickets, and all bingo games. The chairperson shall be readily identifiable as such to all bingo players at the game. The chairperson shall be familiar with the Act, rules, terms of probation, and directives of the bureau.

NOTE: A person may be chairperson for more than one bingo as long as the bingos they are chairing are licensed to the same organization.

Workers

Worker means a person who is at least 18 years of age.

Bingo workers cannot play games of bingo in which they are working or assisting. Workers who wish to play may work only until game time and then may play if they pay admission the same as other players. A bingo worker shall not pay for, provide in any manner, have any interest of any kind in a bingo card, or share in any prize awarded to a player.

WARNING: If people volunteer to assist you at your bingo and they are not a member of the organization or not known by others within the organization, they may not have your best interests at heart.

Duties of Bingo Workers

Chairperson

- In charge of the licensed event and responsible for the proper use of the money.
- Count start cash with recordkeeper.
- Check to see if the license and house rules are displayed.
- Assign workers to specific jobs.
- Supervise the workers.
- Train new workers.
- Be knowledgeable of all bingo rules.
- Handle prize disputes or problems.
- Make players aware that you are the chairperson; wear your badge.
- Ensure money is deposited and all records are completed in a current and accurate manner.

Recordkeeper

- Count start cash with the chairperson.
- Assign a bank for each workstation.
- Assist in the counting of all disposable bingo cards.
- Assign aprons or buckets with disposable bingo cards to floor workers.
- Count the number of disposable bingo cards returned from each floor worker and each workstation.
- Complete game records for the bingo occasion.
- Issue worker pay.
- Oversee charity game ticket accountability.

Caller

- Check the machine for proper operation.
- Check the bingo balls for cracks, dents, and cleanliness.
- Place the bingo balls in the master board in proper sequence for verification.
- Have two players verify the balls and record the players' names on the Bingo Prize Payout Log.
- Before each game, announce what type of game it is, the type or color of bingo card that is to be used (hard or disposable), the combination(s) needed to win the bingo game (for example, letter C, outside picture frame, etc.) and the amount of each prize.
- Show the balls drawn for all games to the players so that two or more players can see the number on the ball before the number is called. A video monitor may be used to show the balls.
- Call the bingo ball letter and number clearly.
- Call each bingo ball after an equally spaced time interval. The time allowed between showing balls varies depending on the game.
- Check the master board to verify the numbers called back by a floor worker from a winning card. Slow down workers who call back too fast.
- Be alert for players with weak voices.
- Announce the number of winners and the prizes to be awarded after each game.
- Ensure all balls have been put back into the bingo receptacle.
- Close all games and portions of a game according to the bingo rules.

NOTE: A player who is unable to say the word "bingo" due to physical limitations shall be permitted to use an alternative method of making his or her bingo known.

Floor Worker

- Be knowledgeable of the game and various ways that a player(s) can bingo.
- Be aware of the particular game that is being played.

- Check the verification slips, if applicable, to see that players have the proper number of bingo cards.
- Call back the winning bingo cards in your assigned area.
- Call back the last number called, first.
- Move all chips or removable markers before verification.
- For a disposable bingo card, verify type and color.
- When selling disposable bingo cards on the floor, use an apron or bucket, don't put money in your pockets.
- Cover the floor on all games being called (avoid congregating with other workers).
- Deface winning charity game tickets.

Prize Cashier

- Count money received from recordkeeper for the prize bank.
- Payout game prizes to floor workers.
- Maintain Bingo Prize Payout Log.
- Maintain Bingo Coverall Record form for Michigan progressive jackpot bingo game, if played.

Worker Compensation

Visit our website at www.michigan.gov/cg to obtain the most current Worker Compensation Schedule.

Compensation to workers includes cash or check, credit towards dues, tuition, or any other items of value. In addition, workers may also receive food and beverages consumed while working that do not exceed \$10 in retail value.

NOTE: All workers must sign a Workers Service Record form each day whether or not they are paid.

Game Conduct

Bingo House Rules

The licensee must establish and adhere to its house rules for the conduct of its bingo occasion. At a minimum, the house rules must contain all of the following information:

- The licensee's name.
- The license number.
- The contingency plan for inclement weather, power outages, equipment failure, and other emergencies.
- Whether or not workers are permitted to cover bingo cards or make a bingo known for players for an emergency break.

- Whether or not a person may play another person's bingo cards or make a bingo known to a worker or caller.
- The redemption period for charity game tickets.
- The refund policy.
- The effective date of the house rules.

An example of bingo house rules is on page 9.

If your program will include Big Money Bingo, see the Michigan Progressive Jackpot Electronically Linked Bingo Game (Big Money Bingo) Directive for additional house rule requirements.

NOTE: The licensee's bingo house rules cannot be in conflict with the Act, rules, or directives of the bureau. Please refer to Bingo Rule R 432.21314 before establishing bingo house rules to ensure compliance.

Bingo Game Program

The licensee must establish and adhere to its game program for the conduct of its bingo occasion. At a minimum, the game program must contain all of the following information:

- All of the games to be played.
- The order that the games will be played.
- The winning bingo patterns.
- The prize structure, except for the Michigan progressive jackpot bingo game.
- The admission fee, if any, and the number of admission cards that will be given for the admission price, if any.
- The price of each type of bingo card that is offered for sale.
- The effective date.

An example of a bingo game program is on page 10.

NOTE: Any change in the bingo game program shall be announced at least one week in advance and published as provided by Bingo Rule R 432.21315(4) before the effective date. Please refer to Bingo Rule R 432.21315 before establishing a bingo game program to ensure compliance.

EXAMPLE

ST. MARK'S HOUSE RULES A98989 EFFECTIVE DATE 10-14-04

1. You must be 18 years of age to play.
2. An admission slip will be issued and must be visible at all times.
3. Players who need to leave before the start of the first game will be refunded for all purchased papers. Players who leave while bingo is in progress will be refunded for all unused papers.
4. It is the players' responsibility to play the correct sheets. Bingos on wrong sheets will not be honored.
5. A player must have the last number called to have a valid bingo.
6. It is the players' responsibility to make his/her bingo known by saying the word "BINGO" to a worker or caller before the next number is called. Players calling bingo after the next number called will not be paid. If the player is physically unable to make their bingo known, please have another player assist you.
7. Players may NOT play cards of another player for any reason.
8. A worker can play cards for a player for a short emergency not to exceed 10 minutes in length. A worker will not be responsible for a missed bingo.
9. Charity game tickets should be redeemed the same night they are purchased. Charity game tickets will not be redeemed after 14 days of the date that ticket series was last sold.
10. If inclement weather, power outages, equipment failure or other emergencies occur, the players will be given a full refund if it happens before the start of the first game. If the emergency occurs after the start of the first game, then the players will be refunded for any unused paper.

Electronic Bingo Card Minding Device (EBCMD) Rules

1. No person may utilize more than one EBCMD per bingo occasion.
2. An EBCMD may not be shared by players.
3. An EBCMD cannot be used for the Michigan progressive jackpot bingo game.
4. The bingo licensee is not responsible for any bingo that cannot be verified due to EBCMD failure.
5. A person cannot purchase an EBCMD for another person, except as provided by Bingo Rule 311.
6. An EBCMD cannot be reserved for another player.
7. A player must display his/her EBCMD receipt at all times during the bingo occasion.
8. An EBCMD cannot be removed from the bingo hall.
9. It is the responsibility of the player to make his/her bingo known by saying "BINGO". If the player is physically unable to make their bingo known, please have another player assist you.
10. If your EBCMD malfunctions during play you will be issued a new device as soon as possible, however, we are not responsible for any bingos that are missed during that time. If unable to replace EBCMD, then a refund will be issued prior to intermission. There will be no refunds after intermission.

EXAMPLE

ST. MARK'S BINGO PROGRAM

A98989

Effective Date 10-14-04

Paper

- 12-on 9-up \$12.00
- 6-on 12-up \$6.00
- 6-on 3-up (special books) \$4.00
- 1-on 5-up (early bird book) \$2.00/individual early bird sheets \$.50 each
- 4-on green (regular jackpot game) \$1.00

Michigan progressive jackpot bingo game cards - 4-on Blue \$3.00/2-on Blue \$1.50

Electronic Bingo Minders

Package #1 \$40.00
54 electronic bingo cards
(regular games and jackpot only)

Package #2 \$25.00
36 electronic bingo cards
(regular games and jackpot only)

Game

- | | | |
|-------|----------------------------|---|
| 1 – 5 | Early bird (all coveralls) | <i>Red \$25/Blue \$25/Green \$25/Yellow \$25/White \$25</i> |
| 6 | Regular game (Blue) | <i>one line \$25/two lines \$75/four corners \$50</i> |
| 7 | Regular game (Red) | <i>one line \$25/two lines \$75/four corners \$50</i> |
| 8 | Regular game (Yellow) | <i>one line \$25/two lines \$75/four corners \$50</i> |
| 9 | Special game (Brown) | <i>inside frame \$25/outside frame \$25/coverall \$100</i> |

INTERMISSION 10 MINUTES

- | | |
|----|---|
| 10 | Michigan progressive jackpot bingo game (4-on blue sheet or 2-on blue sheet)
<i>1st week 50 numbers or less \$500 coverall only.
2nd week 51 numbers or less \$500 plus ½ of sales. Progressive will continue adding one number and ½ of sales each consecutive week until won. If the progressive is not won the consolation prize will be \$100.</i> |
| 11 | Special game (Orange) <i>inside frame \$25/outside frame \$25/coverall \$100</i> |
| 12 | Regular game (Green) <i>one line \$25/two lines \$75/four corners \$50</i> |
| 13 | Regular game (Brown) <i>one line \$25/two lines \$75/four corners \$50</i> |
| 14 | Regular game (White) <i>one line \$25/two lines \$75/four corners \$50</i> |
| 15 | Special game (Purple) <i>inside frame \$25/outside frame \$25/coverall \$100</i> |
| 16 | Jackpot game <i>one line \$25/two lines \$25/coverall \$400/coverall second \$75 or remainder of \$2,000 prize limit.</i> |

Start Cash

- A start cash fund is needed to make change at the beginning of a bingo occasion.
- When a check is written for start cash, the cash shall be deposited in the licensee's checking account after each bingo occasion.
- Start cash checks shall be made out to a person or to the organization, not to "CASH" or "BEARER."
- If a check is not written, the start cash shall be kept in a secure place between bingo occasions such as a safe within the organization's headquarters. Keeping start cash in an individual's home is strongly discouraged.

Charity Game Tickets

A bingo licensee may sell charity game tickets during the time and at the location stated on their license.

- Charity game tickets shall be purchased from a licensed supplier using a check from the licensee's financial account.
- The value of prizes awarded from the sale of charity game tickets is not included in the bingo prize limitation.
- A worker shall deface each winning charity game ticket when it is redeemed.
- Charity Game Ticket Accountability forms are available on our website www.michigan.gov/cg or call 517-335-5780.

Internal Game Controls

The principal officer should implement internal game controls to help the game run efficiently and to detect errors. The following are minimum internal game controls:

- Chairperson and recordkeeper should count start cash and the cash to be deposited at the close of the occasion.
- When there are cash transfers between stations (for example: money station to prize payout station) have both workers count the money.
- Store all supplies in a secure, locked area. Secure disposable bingo paper, charity game tickets, and supplies.
- Use preprinted, sequentially numbered verification slips obtained from a licensed supplier or printer.
- Deposit start cash after each bingo occasion. If start cash is not deposited, the cash shall be kept in a secure, locked location.
- Verify bingo winners by running your fingers over disposable bingo cards or removing the chips on a hard card.
- At a minimum, conduct a monthly inventory and reconciliation of disposable bingo cards.
- Periodic reporting by the bingo chairperson to the organization's officers should be required.

- Assign separate duties. For example, the person with the check signing authority should not reconcile the bank statement; the worker selling disposable bingo cards should not record the information on the Disposable Bingo Card Accountability form.
- Separate the food concession operation from the bingo operation.
- Ensure all bingo game proceeds are deposited within 2 business days.
- Verify that supplier shipments match the invoices.

Discounts on Disposable Bingo Card Sales

Some licensees offer “discounted” disposable bingo cards at their game. For example, offering one card for \$1 and three cards for \$2. Discounting presents a problem with accountability. This is because the organization does not know how many \$1 cards were sold versus 3-for-\$2 cards unless the discounted cards are accounted for separately.

The Bingo Master Control Sheet shall be used to assist with accountability in the sale of discounted bingo books. It is suggested that bingo books only be sold and discounted at the door.

<p>NOTE: Big Money Bingo game cards shall not be discounted.</p>

Licensee’s Checking Account

- Checks must contain the name of the licensee.
- Checks must have preprinted consecutive numbers and be used in that order.
- Reason for payment must be indicated on the memo line.
- Cancelled checks must be accounted for and retained in the organization’s records.
- Proceeds from the conduct of bingo shall be deposited into the licensee’s financial account within 2 business days of the bingo occasion.
- Checks shall be made payable to a specific person, business, or account, and shall not be payable to “Cash.”

Transfer of Bingo Equipment

To request permission to transfer bingo equipment, organizations must complete and submit a Transfer of Bingo Equipment form to the bureau. If the transfer is approved, a signed copy of the request will be returned to both organizations involved with the transfer.

The organization receiving the disposable bingo cards should verify the accuracy of the inventory received and record the amounts on their Disposable Bingo Card Monthly Inventory form as a purchase. Below the entry, include a note that the inventory was

received from another licensee and attach the approved form to the game records. A Transfer of Bingo Equipment form is available on our website at www.michigan.gov/cg or call 517-335-5780.

Game Records

An organization shall maintain game records in compliance with the Act, rules, and directives of the bureau. All game records shall be maintained in a current and accurate manner. The records shall be available and on site at all bingo games. The Bingo Game Forms Packet is available on our website at www.michigan.gov/cg or call 517-335-5780.

NOTE: If your bingo game has either the “Big Money Bingo” or “Electronic Bingo Card Minders” you are required to maintain the sales report printout with your game records.

Required Forms

- **Bingo Weekly Cash Accountability**

This form is designed to summarize and reconcile cash transactions, and calculate the deposit at each bingo occasion. Only cash revenues and expenses are to be recorded on this form. Do not include expenses paid by check.

- **Bingo Master Control Sheet**

This form is designed to account for all incoming monies from admission fees, the sale of hard cards, and discounted bingo books, which have to be accounted for separately. If the game sells disposable bingo cards at the door, this form can be adapted to accommodate such sales.

- **Disposable Bingo Card Accountability**

This form is designed to account for all disposable bingo cards sold during the bingo occasion.

- **Michigan Progressive Jackpot Bingo Game**

This form is designed to record disposable card sales for the Michigan progressive jackpot bingo game and assist with prize accountability. If Big Money Bingo is conducted see Michigan Progressive Jackpot Electronically Linked Bingo Game (Big Money Bingo) Directive for game records and reporting requirements.

- **Michigan Progressive Jackpot Coverall Record**

This form is used for the Michigan progressive jackpot bingo game coverall record. If Big Money Bingo is conducted see Michigan Progressive Jackpot Electronically Linked Bingo Game (Big Money Bingo) Directive for game records and reporting requirements.

- **Disposable Bingo Card Monthly Inventory**

This form is designed to account for all disposable bingo cards on a monthly basis.

- **Bingo Prize Payout Log**

This form is designed to record prizes paid in the order that the games are played.

- **Workers Service Record**

This form is designed to record workers who work at each bingo occasion and receive payment, if any.

- **Charity Game Ticket Accountability (Bingo License)**

This form is designed to record the sale of charity game tickets, prizes paid out, and ticket seller accountability.

- **Disposition of Promotional Items Received From Supplier**

Use this form if you receive any promotional merchandise from your supplier. The principal officer must sign this form.

- **Transfer of Bingo Equipment**

This form is designed to record the transfer of bingo equipment, e.g., bingo cards, blower, etc. The bureau must approve any sale, transfer, or donation of bingo equipment before the transaction takes place.

- **Large Bingo Financial Statement**

This form is designed to report sales, prizes, and expenses for the quarter. Financial statements are due January 10th, April 10th, July 10th, and October 10th. The principal officer must sign this form.

Optional but Recommended Forms

- **Bingo Coverall Record**

This form is designed to record all bingo numbers in the order called until the game is completed. This form is optional, but recommended to be used for all coverall games with a prize of \$100 and over.

- **Charity Game Ticket Reconciliation**

This form is designed to reduce the risk of loss of proceeds from the sale of charity game tickets.

<p>NOTE: Records should be completed in non-erasable ink in a clear and legible manner. Corrections (except to the Master Control Sheet) should be made by lining through the incorrect entry and printing the correct entry next to it. For voiding items on the Master Control Sheet see the Bingo Verification Slips and Voiding Instructions Directive.</p>
--

Record Retention

Bingo game records must be maintained for the current year plus three years.

Directives

Computerized Record Keeping Directive

The Bingo, Millionaire Party, Raffle, and Charity Game Ticket rules all state: "Game records may be maintained with the use of a computer provided they are maintained in accordance with directives of the bureau." Licensees may use a computer to assist them in the preparation of game records and financial statements provided they comply with this directive. Licensees interested in using computerized recordkeeping must obtain prior written approval from the bureau.

Michigan Progressive Jackpot Bingo Game Directive

The Act was amended to allow organizations to conduct a Michigan progressive jackpot bingo game in conjunction with a licensed large bingo occasion. The jackpot prizes and the consolation prizes awarded through the Michigan progressive jackpot bingo game are not subject to the \$1,100 per game and \$3,500 per occasion prize limitations as stated in Section 3a(3) of the Act. Licensees may conduct a Michigan progressive jackpot bingo game provided they comply with this directive.

Michigan Progressive Jackpot Electronically Linked bingo Game (Big Money Bingo) Directive

Section 3a (7) of Act 382 of the Public Acts of 1972 as amended, states in part, "...Michigan progressive jackpot may include games that are linked together for the purpose of a common jackpot prize and consolation prize as prescribed by the commissioner." The Commissioner prescribes that the Michigan progressive jackpot electronically linked bingo game be conducted in accordance with this directive.

Electronic Bingo Cards (Bingo Licensee) Directive

Bingo Rule R 432.21301(1)(a) states: " 'Bingo card' or 'card' means a hard bingo card, disposable bingo card, or any other bingo card approved in writing by the bureau." This directive provides approval for the bingo licensee to use electronic bingo card minding devices provided they comply with this directive.

Bingo Verification Slips and Voiding Instructions Directive

If hard cards are sold, an admission fee is charged, or bingo cards are discounted the licensee must comply with this directive.

Cash Registers Directive

Verification slips and a master control form are required when hard cards are sold, an admission fee is charged, or bingo cards are discounted. The licensee may use a cash register system in place of verification slips and master control form if the cash register complies with this directive.

U-Pick'em Directive

Bingo Rule 301 (1)(a) states: "Bingo card' or 'card' means a hard bingo card, disposable bingo card, or any other bingo card approved in writing by the bureau." This directive provides approval for the bingo licensee to use U'Pick'em style cards.

Organization and License Change Requirements

When there is a change to qualification or license information currently on file with the bureau, it must be reported on one of the following forms:

- **Qualified Organization Information Change**

When an organization's officers, location, or mailing address change, this form must be promptly submitted to the bureau.

- **Bingo or Annual Charity Game Ticket License & Chairperson Change**

When the day, time, or location of a bingo game will change, or to add or remove a bingo chairperson, complete and submit the Bingo or Annual Charity Game Ticket License & Chairperson Change form. Submit this form 20 days prior to the effective date of the change. If the change is occurring within a licensed hall, a new signed rental agreement must accompany the change form.

NOTE: If you are moving your bingo from one location to another, contact our office to prevent unnecessary delays.

Temporary Cancellation

Licensees planning on temporarily canceling a bingo occasion (e.g., holiday) shall notify the bureau in writing 10 days prior to the planned cancellation. The written notice shall be signed by the principal officer and shall include the license number and effective date the bingo will be cancelled.

If the game is cancelled due to inclement weather or other emergency, notify your local inspector and submit written notification to our office.

Seasonal Cancellation (30 days or more)

If the cancellation is seasonal, the written notice shall be signed by the principal officer and include the last play date and the first date bingo will resume; a cancellation cannot be open-ended. Deposit start cash within 2 business days of the last bingo occasion. Report any changes to cancellation dates to the bureau in writing.

Permanent Closing

Licenses permanently closing a bingo game shall notify the bureau in writing 10 days prior to the final bingo occasion. The written notice shall be signed by the principal officer. After the final bingo occasion, the following information is needed to properly close the license:

- Documentation which shows that the bingo checking account has been closed and all remaining funds were transferred to the organization's general fund account. Proof of the transfer should be the following:
 - Validated deposit slip for start cash.
 - Cancelled check transferring the funds.
 - Final bank statement for the bingo checking account.
 - General fund bank statement showing the deposit.
- All remaining bingo equipment must be available to be inventoried.
- The bingo license.
- The last 6 months of game records must be available for inspection, including the following:
 - Bank statements.
 - Cancelled and voided checks.
 - Deposit books or slips.
 - Invoices for all expenditures.
 - All game records, such as attendance reports, receipts, expenditures, and prize payout records.

The bureau must approve any sale, transfer, or donation of remaining inventory before the transaction takes place. To request approval, please submit the Transfer of Bingo Equipment form. This form can be obtained from our website at www.michigan.gov/cg or call 517-335-5780.

NOTE: If an organization's bingo license will expire and is not renewed, or is suspended, revoked, or surrendered before the Michigan progressive jackpot prize has been awarded, the winner shall be determined and the jackpot prize shall be awarded on the last authorized bingo occasion regardless of the number of calls needed to determine a winner.