



January 22, 2008

Charitable Gaming  
Directive No. 3.02.03

## **Electronic Bingo Cards** (Bingo Licensee)

### **BACKGROUND**

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 electronic images as bingo cards.

### **DEFINITIONS**

1. “Electronic bingo card minding device” (EBCMD) means a portable device that displays electronic images of bingo cards.
2. “Electronic bingo card system” (EBCS) means the electronic bingo card minding devices, other support equipment, and software.

### **TERMS AND CONDITIONS**

Bingo licensees shall:

3. Only enter into a contract for the use of an EBCS with a supplier licensed by the bureau.
4. Only enter into a contract for the use of an EBCS that expires on the last day of February each year.
5. Utilize the EBCS to record all transactions relating to the sale or voiding of EBCMDs, admission fees, and hard cards or disposable cards sold at the door, unless approved otherwise in writing by the bureau. Floor sales of disposable cards may be recorded through the EBCS without prior written approval.
6. Print and maintain with the game records, a Door Sales Report produced by the EBCS at the end of each bingo occasion.
7. Ensure the EBCMD is connected to the EBCS prior to conducting any sale, void, or reload transaction.
8. Immediately cease using the EBCS and notify the supplier upon discovery of any problem that affects the security of the EBCS or the integrity of the bingo game.
9. Sell EBCMDs or paper at a discounted price only if the EBCS is programmed to account for the discounted item and price separately from those sold at the regular price. A generic discount key on the EBCS is not allowed.
10. Maintain with the game records all supplier invoices for the use of an EBCS.

11. Provide the player with a receipt for each sale conducted through the EBCS detailing the purchase. The receipt shall contain, at a minimum, the following information:
  - a. Unique non-resettable transaction number that is printed in continuous, consecutive order by license number.
  - b. Serial number of the EBCMD issued or a comparable number as approved in writing by the bureau.
  - c. Date and time the receipt was issued.
  - d. Name of the licensee and license number.
  - e. Admission fee (if applicable).
  - f. Description, quantity, purchase price, and total dollar amount of item(s) purchased.
12. Void the original transaction and issue a new receipt if a player requests a partial or full refund. Additional purchases do not require voiding of the original transaction. Voided transactions shall be treated in the following manner:
  - a. Voided transactions shall be processed immediately.
  - b. If the voided transaction involves an EBCMD, the EBCMD shall be connected to the EBCS to ensure all electronic bingo cards are erased or deactivated.
  - c. The player must possess the receipt issued at the time of purchase.
  - d. The word "VOID" must be clearly printed on the receipt.
  - e. The player shall write their name, address, telephone number, signature, and amount of refund on the back of the receipt or no partial or full refund may be issued.
  - f. All voided receipts must be attached to the Door Sales Report printed at the end of each bingo occasion and maintained with the game records.
13. Conduct any test transaction in the following manner:
  - a. The test transaction shall be the first transaction conducted for the bingo occasion.
  - b. The test transaction must occur prior to the beginning of door sales.
  - c. The test transaction must be voided immediately.
  - d. The chairperson must sign the receipt and clearly indicate "TEST" upon the receipt.

### **GAME CONDUCT**

14. A player may not remove an EBCMD from the bingo premises and must be physically present during the bingo occasion in order to utilize an EBCMD.
15. If a player using an EBCMD has the winning combination and numbers required to win the game, that player shall make the bingo known to a worker or caller as required by Bingo Rule 322(5) or 322(6).
16. The bingo licensee is not responsible for any bingo that cannot be verified due to EBCMD or EBCS failure.
17. The bingo licensee shall keep at least one EBCMD as a back-up in the event an EBCMD in play malfunctions.
18. If an EBCMD in play malfunctions, the bingo licensee shall reload the same cards to a back-up EBCMD.

19. If the EBCS malfunctions and is unable to record sales, a master control form must be completed and verification slips issued when hard cards are sold, an admission fee is charged, or bingo cards are discounted.
20. If the receipt printer malfunctions or printed receipts are not legible, manual receipts must be issued in accordance with number 11 of this directive.

### **PROHIBITIONS**

21. An EBCMD shall not be loaded with more than 54 bingo card faces per game.
22. No person may utilize more than one EBCMD per bingo occasion. A defective EBCMD may be replaced without violating this provision.
23. An EBCMD may not be issued by a floor worker.
24. An EBCMD shall not be reserved or purchased for a player, except as provided by Bingo Rule 311.
25. An EBCMD may not be shared or exchanged among players.
26. An EBCMD shall not be used for the Michigan Progressive Jackpot Bingo Game.
27. The use of a player-owned EBCMD at a bingo occasion is prohibited.
28. Pre-loading of electronic bingo cards to an EBCMD prior to sale is prohibited.
29. The EBCS date, time, game program, pricing, transaction numbers, or transaction data shall not be changed by the bingo licensee.

### **HOUSE RULES**

House rules shall be in accordance with Bingo Rule 314 and shall contain the following information:

30. The refund or replacement policy if an EBCMD or the EBCS fails during the bingo occasion.
31. A statement that no person may purchase or utilize more than one EBCMD per bingo occasion, except as provided by Bingo Rule 311.
32. A statement that an EBCMD may not be shared or exchanged among players.
33. A statement that the player must display their receipt at all times during the bingo occasion.
34. A statement that the bingo licensee is not responsible for any bingo that cannot be verified due to EBCMD or EBCS failure.

Signed copy available upon request

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M. Scott Bowen, Lottery Commissioner

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Date