

**491—12.12(99F) Forms for hopper fills and jackpot payout slips.**

**12.12(1)** Slips shall be serially prenumbered forms. Each series of slips shall be used in sequential order, and the series numbers of all slips received by a casino shall be accounted for by employees independent of the cashier's cage and the slot department. Whenever it becomes necessary to void a slip, the original and duplicate slips must clearly be marked "void" and shall require the signature of the preparer. A serially prenumbered combined slip may be utilized as approved by a commission representative provided that the combined slip shall be used in a manner which otherwise complies with this chapter.

**12.12(2)** For facilities in which slips are manually prepared, the following procedures and requirements shall be observed:

*a.* Each series of slips shall be a three-part form and shall be inserted in a locked dispenser that will permit an individual slip in the series and its copies to be written upon simultaneously while still locked in the dispenser and will discharge the original and duplicate slips while the triplicate remains in a continuous unbroken form in the dispenser.

*b.* Access to the triplicates shall be maintained and controlled at all times by employees responsible for controlling and accounting for the unused supply of slips, placing slips in the dispensers, and removing from the dispensers, each gaming day, the triplicates remaining therein. The employees shall have segregation of incompatible functions.

**12.12(3)** For facilities in which slips are computer-prepared, each series of slips shall be a two-part form and shall be inserted in a printer that will simultaneously print an original and a duplicate and store, in a machine-readable form, all information printed on the original and duplicate and discharge the original and duplicate slips. The stored data shall not be susceptible to change or removal by any personnel after the preparation of a slip.

**12.12(4)** On original, duplicate, and triplicate slips or in stored data, the preparer shall record the following information:

- a.* The casino number of the slot machine.
- b.* The date and time of preparation.
- c.* For fills, the denomination and amount of coins to be distributed.
- d.* For jackpots, the amount to be paid and the slot booth or cage location from which the amount is to be paid. For jackpots, the winning combination of symbols and the amount to be paid.
- e.* The signature or, if computer-prepared, identification code of the preparer.

**12.12(5)** At the end of each gaming day, the original and duplicate slips shall be forwarded as follows:

- a.* The original slip shall be forwarded to the accounting department for agreement with the triplicate or stored data.
- b.* The duplicate slip shall be forwarded directly to the accounting department for recording on the slot win sheet for agreement with the meter readings recorded on the slot meter sheet and agreement with the triplicate or stored data.