

**491—12.13(99F) Hopper fills.**

**12.13(1)** Whenever a slot machine hopper is empty and a fill is required, a slip shall be prepared.

**12.13(2)** Signatures attesting to the accuracy of the information contained on the slip shall be of the following personnel at the following times:

*a.* The original and duplicate slips:

(1) The cashier upon preparation of the slips.

(2) An employee authorized by the internal controls, upon receipt of the coins, who shall transport the coins and the duplicate slip to the slot machine.

*b.* The duplicate slip: By an employee authorized by the internal controls, other than the employees listed in 12.13(2)“*a*,” after observing the deposit of or depositing the coins in the slot machine and closing and locking the slot machine.

**12.13(3)** Upon meeting the signature requirements as described in paragraphs 12.13(2)“*a*” and “*b*,” the duplicate slip shall be deposited in a secured area controlled by the accounting department. The cashier shall maintain and control the original slip.

**12.13(4)** If an empty hopper is a result of machine malfunction, a slot technician will repair the machine before play of the machine is resumed.

**12.13(5)** If a facility requests the use of reserve fill compartments, an approved internal control fill procedure that complies with the intent of this rule may be substituted.

**12.13(6)** Fill bags received from a coin redemption employee shall be independently verified by a fill cashier prior to distribution to a slot machine.