

**Electronic Pull Tabs
Interim Period Site Summary –
Ticket In Ticket Out & Kiosk
(SFN 62293)**

This form is used when a manufacturer's electronic pull tab device operating system allows for credit ticket vouchers to be re-inserted into the currency validator for credits and/or an organization has a manufacturers' kiosk at a site for redeeming credit ticket vouchers. Some of the information for this form is obtained from the Interim Period Electronic Pull Tab Device Activity Report (IPR) as required by N.D.A.C. § 99-01.3-16-09.6(22)(a) and the additional requirements stated in the kiosk guidelines. This report is accessed and generated from the electronic pull tab device operating system site server and must be printed and retained with this form for each interim period and contain currency, credit ticket voucher, and game play information for each separate device and kiosk. **Note: All devices and kiosk of the same manufacturer at a site must be non-operational when the Interim Period Electronic Pull Tab Device Activity Report is generated and during the period of time when the devices and kiosk are accessed, currency and credit ticket vouchers are removed from the currency validator or kiosk, credit ticket vouchers are being bought back from the bar or organization employees, and the kiosk cash is being replenished.** This form is used whenever currency and validated credit ticket vouchers are withdrawn from a device and kiosk, or credit ticket vouchers are bought back from the bar or organization employee. Currency and validated credit ticket vouchers must be withdrawn from a

device and kiosk within a seven-calendar-day interim period as required by N.D.A.C. § 99-01.3-06.1-02(9)(a) and the kiosk guidelines.

Do not round amounts to the nearest dollar when completing information on the Electronic Pull Tabs Interim Period Site Summary – Ticket In Ticket Out & Kiosk form.

The Device ID or Serial Number of each device is recorded and the amount of currency and credit ticket vouchers per the Interim Period Electronic Pull Tab Device Activity Report (IPR) for each device, and in total, are recorded on the form. The actual currency removed from each device, is counted, recorded, and totaled for all devices, field (1). The actual credit ticket vouchers in the devices validated for credit play are removed from each device, counted, recorded, and totaled by all devices, field (2). These credit ticket vouchers must be identified as credit play ticket vouchers, banded, dated with the interim period date, and retained. The total actual currency and vouchers in each device are recorded, by device, and in total.

**Dollar Value of Credit Ticket Vouchers
(per IPR)**

The information for this section is also obtained from the Interim Period Electronic Pull Tab Device Activity Report (IPR) as required by N.D.A.C. § 99-01.3-16-09.6(22)(a).

The total dollar value of the credit ticket vouchers, per the Interim Period Electronic Pull Tab Device Activity Report (IPR) are recorded on the form and then totaled for all devices.

Credit Ticket Vouchers Redeemed (Actual)

The actual number of and total dollar value of the credit ticket vouchers, including re-issued credit ticket vouchers, bought back from the organization employees, field (3), if applicable, and those redeemed by the bar, field (4), are recorded. A bar or organization employee counts the number of and total dollar value of the credit ticket vouchers being bought back with the gaming employee responsible for servicing the device(s). For those redeemed by the bar, when both agree to the amounts recorded, the bar employee signs the form. For those redeemed through the kiosk, the gaming employee counts and records the number of and total dollar of the credit ticket vouchers, field (5). Then, the total dollar value of the credit ticket vouchers re-issued from the kiosk (Per IPR) is recorded, field (6). Any actual re-issued credit ticket vouchers redeemed are retained with the organization employee vouchers, bar employee vouchers, or with the credit play vouchers in the device(s), where they were actually redeemed.

The credit ticket vouchers, including any re-issued credit ticket vouchers, redeemed by the organization employees, if applicable, those redeemed by the bar employees, those redeemed through the kiosk, and the re-issued credit ticket vouchers, are recorded, in total, with the actual number of and total dollar value, field (7). The credit ticket vouchers recorded on the interim period site summary must be separately grouped, identified as organization, bar employee, or kiosk redeemed, banded, dated with the interim period date, and retained. The completed form, Interim Period

Electronic Pull Tab Device Activity Report (IPR), and all credit ticket vouchers are to be provided to the employee responsible for auditing the activity after the interim visit.

Kiosk

From the Interim Period Electronic Pull Tab Device Activity Report (IPR), the totals for the kiosk redeemed credit ticket vouchers are recorded and compared to the actual total dollar value of the kiosk redeemed credit ticket vouchers, and recorded on the form. **This does not include any re-issued credit ticket vouchers.** If there are any material differences, further review is required.

Per IPR – Totals for All Games

From the Interim Period Electronic Pull Tab Device Activity Report (IPR), the totals for gross proceeds, prizes, and adjusted gross proceeds for all games, are recorded on the form.

Cash Profit, Cash Long (Short) & Bank Deposit

- A. Total Currency In Devices is the total actual currency removed from all devices for the interim period visit as recorded in the Currency (Actual) column for Total – All Devices field (1).
- B. Total \$ Value Credit Ticket Vouchers in Devices is the actual total credit ticket vouchers, including any re-issued vouchers from a kiosk, validated for credit play that were removed from all devices for the interim period visit as recorded in the Credit Ticket Vouchers In Device (Actual) column for Total – All Devices field (2).

- C. Total is the actual value of Total Currency in Devices (A) and Total \$ Value Credit Ticket Vouchers in Devices (B).
- D. Total \$ Value of All Credit Ticket Vouchers includes the actual Credit Ticket Vouchers in Device column for Total – All Devices field (2) and the total credit ticket vouchers, including re-issued credit ticket vouchers, bought back from the bar and organization employees, if applicable, removed from the kiosk, and re-issued vouchers from the kiosk (Per IPR), as recorded in Total Credit Ticket Vouchers Redeemed – Total \$ Value field (7).
- E. From the Electronic Pull Tabs Credit Redemption Register, enter the total cash amount reimbursed to the bar, organization employee, if applicable, and kiosk for valid credits paid since the last interim period.
- F. This field is used only if the organization employees work on site redeeming credit ticket vouchers for the device(s) or there is a kiosk at the site. Enter any cash long or short from the Electronic Pull Tabs Daily Employee Report or Kiosk Cash Report which were reimbursed to the organization employee cash bank or kiosk cash bank for the interim period. If credit ticket vouchers are redeemed solely by bar employees or there is no kiosk at the site, this field will not be completed.
- G. Cash Profit (Loss) for the interim period is calculated.
- H. Adjusted Gross Proceeds is the amount recorded in the Per IPR –

Totals For All Games section for Adjusted Gross Proceeds (8).

- I. Cash Long (Short) – is calculated by subtracting Cash Profit (Loss) from Adjusted Gross Proceeds.
- J. Bank Deposit – record the amount to be deposited for the interim period.

The completed Electronic Pull Tabs Interim Period Site Summary – Ticket In Ticket Out & Kiosk form, Interim Period Electronic Pull Tab Device & Kiosk Activity Report (IPR), tickets validated for credit play, and bundles of credit ticket vouchers redeemed by an organization employee, bar, and/or kiosk are provided to the organization employee responsible for auditing the activity after the interim visit as required by N.D.A.C. § 99-01.3-03-10(7).

Electronic Pull Tabs – Kiosk Cash Report (SFN 62295)

This form is used when a kiosk is on site to redeem credit ticket vouchers. If kiosks from different manufacturers are used at a site, each kiosk will require a separate Kiosk Cash Report to be completed.

This form is completed each time the employee responsible for servicing the electronic pull tab devices and a kiosk completes an interim visit.

- A. At the time the kiosk cash bank is established and placed into the kiosk, or after reimbursing the kiosk cash bank, the starting cash is counted, recorded, and initialed attesting to the amount.
- B. At the time of an interim visit, the cash remaining in the kiosk is removed,

and the ending cash is counted, recorded, and initialed attesting to the amount.

- C. The \$ Amount Dispensed Out of the kiosk is calculated by comparing the starting cash amount to the ending cash amount.
- D. Kiosk – Total \$ Value - Credit Ticket Vouchers Redeemed through a kiosk are removed and the total \$ value of the vouchers is determined and recorded.
- E. Kiosk – Total \$ Value – Re-Issued Credit Ticket Vouchers (Per IPR) is the total \$ value of the re-issued credit ticket vouchers per the Interim Period Report (IPR).
- F. Charity Donations (Per IPR) is the total dollar amount players chose to select as a donation to the charity rather than receiving cash, if the kiosk offers this option.

Cash Long (Short)

Cash long (short) is calculated by comparing the total \$ value of the credit ticket vouchers redeemed, total \$ value of re-issued credit ticket vouchers, charity donations, and the total \$ amount dispensed out to determine if there is any cash long (short) for the kiosk.

Amount Reimbursed to Kiosk

The gaming employee responsible for servicing the kiosk reimburses the kiosk cash bank with the currency removed from the device(s), from the runner cash reserve bank, or by requesting a check be issued from the gaming account. The employee enters the total amount of the reimbursement and initials. The amount reimbursed must bring the kiosk cash bank back to its ideal amount. After reimbursing, the kiosk cash is counted,

recorded in the starting cash, and initialed attesting to the amount.

**Electronic Pull Tab Devices &
Kiosk Runner Cash Reserve Bank
Report
(SFN 62294)**

This form is used by the employee responsible for servicing the device(s) and kiosk when a cash reserve bank is established for buying back redeemed credit ticket vouchers from the bar, organization employees, and reimbursing a kiosk, when there is not enough currency removed from the electronic pull tab device(s) at the time of an interim visit. This cash reserve bank is counted, recorded, and attested to each interim period.

1. Actual Starting Cash - On the day of an interim visit, the employee responsible for the runner cash reserve bank counts the cash and records the amount.
2. Total Cash Out - (Starting Cash) - If any cash was removed from a previous interim visit to buy back credit ticket vouchers, the total amount of the cash out is recorded as a positive amount in this column.
3. Total Starting Cash - The total starting cash is calculated, recorded, and initialed by the employee. The total starting cash must always equal the ideal cash bank amount established by the organization.
4. Site Name - (Bar, Organization Employee, and/or Kiosk Manufacturer) - If cash is removed from the runner cash reserve bank to buy back any remaining credit ticket vouchers during an interim visit, the

site name, the amount removed and given to either a bar loan, an organization employee bank, or a kiosk is recorded as a positive amount in the applicable column.

5. When a site has cash profit available to pay back the runner cash reserve bank at the next interim visit(s), only use the cash profit from the applicable site to reimburse the runner cash reserve. For example, if Joe's Place has a cash out balance, only use cash profit from Joe's Place to reimburse the runner cash reserve. The amount paid back is recorded as a negative amount according to the site and if it was a bar loan, an organization employee bank, or a kiosk.

For a partial payback of cash out, still record the amount paid back as a negative amount. The remaining balance will be documented in the ending "Total Cash Out" section as a positive amount.

6. Actual Ending Cash – When the interim visit(s) are completed, the employee responsible for the runner cash reserve bank counts the ending cash and records the amount.
7. Total Cash Out – (Ending Cash) – Any total cash out balance remaining to be paid back to the runner cash reserve is recorded as a positive amount in this column.
8. Total Ending Cash - The total ending cash is calculated, recorded and initialed by the employee. The total ending must always equal the ideal cash bank amount established by the organization.