



Ohio Administrative Code

Rule 3772-10-05 Forms, records, and documents.

Effective: February 28, 2022

- (A) Each casino operator must maintain all forms and procedures necessary to account for gaming and financial activities.
- (B) All books, forms, records, documents, and stored data required by this rule must have the name of the casino facility, date of completion, and the title of the book, form, record, document, or stored data.
- (C) Whenever forms or serial numbers are required to be accounted for under this rule and an exception is noted, the exception must be reported in writing to the casino operator's internal audit department and the commission upon identification of the exception.
- (D) Whenever a prenumbered form is voided, the original and all copies must be marked "void" and the person voiding the form and another person independent of the transaction must sign the voided form and list the reason for the voided transaction.
- (E) Each casino operator's internal controls must include procedures for using and retaining books, forms, records, documents, and stored data as well as the following:
- (1) The department responsible for the receipt, control, and issuance of all prenumbered forms. Serial numbers on manual forms must be printed on the form by the manufacturer. Computerized forms must be sequentially numbered by the computer system. Documentation of all serial numbers must be maintained to account for the forms; and
 - (2) Procedures for making corrections to a completed form.
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