



## Ohio Administrative Code Rule 3772-10-13 Signature requirements.

Effective: February 28, 2022

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(A) Each casino operator must prepare and maintain a signature card for each licensed employee.

The signature cards must contain the following:

- (1) The employee's printed name;
- (2) The employee's license number;
- (3) The employee's handwritten signature and initials;
- (4) The employee's title, department, and employee number;
- (5) The department supervisor's signature authorizing the signature card;
- (6) The date of signature card; and
- (7) The forms that the employee is authorized to sign.

(B) All signature cards must be updated or replaced immediately upon a change in employee status.

(C) Whenever a signature of a licensed employee is required by rules adopted by the commission at a public meeting under section 3772.02 of the Revised Code or the casino operator's internal controls, the signature must:

- (1) At a minimum be, the signer's first initial, last name, and commission license number; and
  - (2) Be immediately adjacent to or above the legibly printed or preprinted title of the signer.
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