



## Ohio Administrative Code Rule 3772-11-10 Gaming table chip fills.

Effective: May 2, 2022

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(A) Each casino operator must establish internal controls identifying the positions that have authority to initiate fills, credits, or enter related data into the casino's automated table system.

(B) The internal controls must detail the procedures to initiate the request for fill process. If a request for fill slip is used, procedures for distribution of the slip must be included in the internal controls.

(C) The designated positions must enter a request for fill into the computer, including the following information:

(1) The amount by denomination;

(2) The total amount;

(3) The game or table number and pit;

(4) The date and time; and

(5) The required signature or computer identification code of the preparers.

(D) A two-part computer-generated fill slip must be used to record the transfer of chips from the cashier's cage to a gaming table. The fill slips must be numbered by the computer in a manner that ensures that every fill in a given calendar year has a unique sequential number.

(E) Two copies of the computerized fill slips must be printed simultaneously, and a record of the transaction must be stored within the computer database.

(F) If a computerized fill slip needs to be voided, the cage cashier must mark "VOID" across the



original and all copies of the fill slip with an explanation of why the void was necessary. Both a cashier's cage employee and either a security department employee or another licensed employee independent of the transaction must sign the voided fill slip. The voided fill slips must be submitted to the accounting department for retention and accountability. The transaction must be properly voided in the computer database.

(G) A two-part fill slip must be printed in the cashier's cage containing the information required in paragraph (B) of this rule. A security department employee must verify the chip totals with the fill slip. A cashier's cage employee must present the ordered chips to a security department employee in a clear chip carrier. Once verified, both a cashier's cage employee and security department employee must sign the fill slip.

(H) After notifying surveillance, a security department employee must take the chips and the fill slips to the indicated table. Only a security department employee must transport fills. The chips must be counted by the dealer and witnessed by a table games supervisor and security department employee in full view of surveillance. After verifying the chips to the amounts listed on the fill slip, the table games supervisor and a dealer must sign the fill slip. The table games supervisor and security department employee must observe the dealer place the chips in the rack. The fill slip must be deposited in the table drop box. A security department employee must not leave the table until the chips have been placed in the racks and the fill slip has been dropped. A security department employee must return a copy of the fill slip to the cashier's cage.

(I) The main bank cashier must verify the manual fill slips total to the amount in the automated accounting system. All fill paperwork must be forwarded to accounting.