



Ohio Administrative Code

Rule 3772-11-19 Receipt, inventory, and storage of gaming chips.

Effective: [May 2, 2022](#)

(A) Casino operators must open and inspect any shipment of gaming chips upon receipt. The inspection must be performed by at least two licensed employees from different departments, one of which must be from the cage department and the other from the security or table games department.

(B) All employees participating in the inspection must sign the invoice attesting that the delivered chips match the amount, denominations, and designs listed on the invoice. Any deviation between the invoice and the actual chips received must be reported to a commission gaming agent.

(C) All chips in possession of the casino operator must be placed in a chip inventory. All chip inventory changes must be conducted in the presence of at least two licensed employees from different departments.

(D) The casino operator, at a minimum, must maintain the following chip inventory categories:

(1) Primary chips for current use;

(2) Reserve chips that may be placed into play as the need arises; and

(3) Secondary chips that are held to replace the primary set when needed.

(E) All chip inventory changes must be recorded in the chip inventory ledger. The ledger must include:

(1) The denomination of each value chip or description of each non-value chip;

(2) The number of each denomination of value chip or each type of non-value chip;

(3) Whether the chips are being removed or added;



- (4) The date;
 - (5) The inventory category (primary, reserve, secondary);
 - (6) The reason for the inventory change; and
 - (7) The signature of the employees completing the process.
- (F) Chips must be stored in the chip bank, vault, locked compartment in a cashier's cage, a table game float, or other secure location approved by the executive director, with access restricted to appropriate personnel.
- (G) Secondary chips must be stored separately from reserve chips.
- (H) The casino operator's accounting department must complete a physical inventory count of all chips at the casino facility quarterly and record the results, including the unredeemed chip liability, in the chip inventory ledger. Each employee who inspected and counted the chips must sign either the inventory ledger or other supporting documentation. A physical inventory count of chips in the secondary and reserve inventories need only be completed annually, so long as the inventory procedures incorporate a commission-sealed, locked storage compartment. Seals may only be removed by commission personnel, with each violation of this requirement reported upon discovery to a gaming agent on duty.