

3772-11-33 Automated table credits.

(A) Two-part computer-generated credit slips shall be used to record the transfer of chips from a gaming table to the cashier's cage. The credit slips shall be sequentially numbered by the computer system, ensuring that each credit in a given calendar year is assigned a unique number. Chips shall not be transported unless accompanied by a credit slip.

(B) The table game manager, a table games supervisor, or the pit clerk shall enter a request for credit into the computer, including the following information:

(1) The amount by denomination;

(2) Total amount;

(3) Game or table number and pit;

(4) Date and time; and

(5) Required signatures or computer identification code of the preparers.

(C) A security department employee shall obtain the credit slip and chip carrier from the cage and proceed to the pit area.

(D) The dealer or boxperson shall count the chips in full view of a security department employee and either the table games supervisor or an employee in a higher position. The count shall be conducted in full view of a camera connected to the surveillance department.

(E) The table games supervisor and either a dealer or a boxperson shall verify that the value of the chips in the carrier matches the amount on the credit slip and sign the credit slip. The security department employee shall verify that the chips match the credit slip, sign the credit slip, and carry the chips and the credit slip to the cashier's cage.

(F) A cashier's cage employee shall receive the credit slip and the chips from the security department employee, verify that the chips match the credit slip, and sign the credit slip. A copy of the credit slip shall be retained by the cashier's cage.

(G) The copy of the credit slip shall be taken back to the table by the security department employee. The table games supervisor shall observe the dealer or boxperson deposit the copy of the credit slip into the table drop box.

(H) The main bank cashier shall run an adding machine tape on the credit slips and verify the total against the amount on the automated accounting system. All credit paperwork shall be forwarded to the accounting department by the main bank cashier.

(I) If a credit slip needs to be voided, the cashier's cage employee shall write "VOID" and an explanation of why the void was necessary across the original and all copies of the credit slip.

Both the cashier's cage employee and a security department employee independent of the transaction shall sign the voided credit slip. The voided credit slip shall be transferred to the accounting department, where the slip shall be retained. The transaction shall be properly voided in the computer database.

(J) The ability to input data into the casino operator's computer system from the pit shall be restricted to table games managers and pit clerks.

(K) Each employee in accounting who makes corrections shall initial each correction and include that employee's commission license number.