

**3772-11-32 Procedures for recording manual table credits**  
**Table game fill and credit backup procedures.**

~~(A) (A) Each casino operator shall have a system approved by the Commission and documented in the internal controls which shall allow for table game fills and credits to be processed when the primary automated system is unavailable. Three-part manual credit slips shall be used to record the transfer of chips from a gaming table to the cage. The credit slips shall be sequentially numbered.~~

~~(B) The inventory of nonissued credit slips shall be maintained by the casino operator's accounting or security department. The accounting department shall be responsible for the initial receipt of manual credit slips.~~

~~(C) If a table game supervisor or table game manager determines that a table credit is required, a three-part order for credit shall be completed in ink by entering the following information:~~

~~(1) The amount by denomination of chips needed;~~

~~(2) The total amount;~~

~~(3) The game or table number and pit;~~

~~(4) The date and time; and~~

~~(5) The signature of the manager or supervisor.~~

~~(D) The table game supervisor or the table game manager shall keep one copy of the order for credit on the table and take the other copy of the order for credit to the pit stand. The pit stand employee shall record that copy in the pit paperwork log and then return the copy to the table. The table game manager shall give a copy of the order for credit to a security department employee, who shall take it to the cashier's cage, where the cashier shall prepare a three-part credit slip in ink by entering the following:~~

~~(1) The chip denomination;~~

~~(2) Total amount;~~

~~(3) Game or table number; and~~

~~(4) Time and date.~~

~~(E) The security department employee shall take the credit slip to the gaming table. A copy of the order for credit shall be retained at the cage.~~

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

~~(G) The dealer or boxperson and the table game supervisor shall verify the chips against the credit slip, and the credit slip against the order for credit. The dealer or boxperson and the table game supervisor shall sign the credit slip and the order for credit. The security department employee shall verify the chips against the order for credit, sign the order for credit and the credit slip, and receive the chips in a clear chip carrier. The security department employee shall carry the chips and the credit slip back to the cashier's cage. A copy of the order for credit shall be retained at the table until a copy of the credit slip is returned.~~

~~(H) The cashier's cage employee shall receive the credit slips and the chips from the security department employee and verify that the chips match the order for credit and credit slip. The cashier's cage employee shall then sign the credit slips and the order for credit. The cashier's cage employee shall time and date stamp the credit slips. Unless otherwise approved by the commission, a copy shall remain unbroken in the locked form dispensing machine. The order for credit shall be attached to a copy of the credit slip and be retained by the cashier's cage.~~

~~(I) The copy of the credit slip issued by the cashier's cage shall be taken back to the table by the security department employee. The table game supervisor and the dealer or boxperson shall compare the copy of the credit slip to the order for credit. The table game supervisor shall observe the dealer or boxperson deposit the order for credit slip and the credit slip in the table drop box.~~

~~(J) The copies of the credit slips, with the copies of the order for credit attached, shall be transferred to the main bank. The main bank cashier shall run a tape on the credit slips and verify the total against the amount in the automated accounting system.~~

~~(K) The locked copies of the manual credit slips shall be removed from the machines by the accounting department.~~

~~(L) If a credit slip needs to be voided, the cage cashier 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 either a security department employee or another employee independent of the transaction shall sign the voided credit slip. The voided credit slips shall be subsequently transferred to the accounting department and retained.~~

~~(M) Each accounting employee who makes corrections shall initial and note that employee's license number on the request.~~