

**Rule 3772-10-~~2413~~ | Signature requirements.**

(A) Each casino ~~operator must prepare~~~~operator's internal controls shall detail the procedures for~~ preparing and maintain~~maintaining~~ a signature card for each licensed employee. The signature cards ~~must~~~~shall~~ 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~~~~shall~~ be updated or replaced immediately upon a change in employee status.

~~(C) Whenever~~Changes in the signature card file shall be documented by preparation of either a form bearing signatures of those authorizing the change to the signature card file or a new card which supersedes the previous card.

~~(D)~~(C) Unless otherwise authorized by the commission and included in the casino operator's internal control submission, 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~~~~shall~~:

- (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; and
- ~~(3)~~(2) \_\_\_\_\_ Signify that the signer has prepared the forms, records, and documents and/or authorized, observed, and/or participated in a transaction to a sufficient extent to attest to the accuracy of the information recorded thereon, in conformity with the casino operator's system of accounting internal controls.