

**Rule 3772-10-24 | Signature requirements.**

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

~~(C) 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) 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 or the casino operator's internal controls, the signature shall:~~

- ~~(1) At a minimum be, the signer's first initial, last name, and commission license number;~~
- ~~(2) Be immediately adjacent to or above the legibly printed, or preprinted title of the signer;  
and~~
- ~~(3) 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.~~