

1 **Title 36 MARYLAND STATE LOTTERY AND GAMING CONTROL AGENCY**

2 **Subtitle 03 GAMING PROVISIONS**

3 **Chapter 10 Video Lottery Facility Minimum Internal Control Standards**

4 **Authority: State Government Article, § 9-1A-04, Annotated Code of Maryland**

5 **.03 Forms and Documents.**

6 A. A form or document required by this chapter, including stored data, shall have:

7 (1) All information placed on the form or document recorded in ink or another permanent
8 form; and

9 (2) The title of the form or document and the name of the facility imprinted or preprinted on it.

10 B. If under this chapter multiple copies are required of a form or document, all copies shall have
11 the name of the recipient receiving the copy preprinted on the bottom of the copy in order to
12 differentiate between the copies.

13 C. If under this chapter a form or document is required to be accounted for by series number or
14 copies of a form or document are required to be compared for agreement, the ~~responsible~~
15 accounting department shall report exceptions in writing to the responsible department and
16 facility's internal audit department not later than 2 days after identification of the exception.

17 D. A facility operator may prepare more copies of a form or document than required by this
18 chapter.

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For May 28, 2020 Commission.

The proposed amendment clarifies the reporting requirements for a missing form or document that is required to be accounted for by series number or copies of a form or document that are required to be compared for agreement.

Revised May 8, 2020