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

3 **Subtitle 05 TABLE GAMES**

4 **Chapter 03 Table Games Procedures**

5 **Authority: State Government Article, §§9-1A-02 and 9-1A-04, Annotated Code of**
6 **Maryland**

7 **.04 Procedure for Distributing Chips, Coins, and Plaques to a Gaming Table.**

8 A. A pit clerk or floorperson or above shall prepare a request for a fill to add value chips, coins,
9 and plaques to a table game using a Fill Request Slip.

10 B. Access to the blank Fill Request Slips shall be restricted to pit clerks and floorpersons or
11 above.

12 C. A Fill Request Slip shall be a two-part form on which the following information shall be
13 recorded:

14 (1) The date, **and** time ~~and shift~~ of preparation;

15 (2) The denomination of value chips, coins and plaques to be distributed to the gaming table;

16 (3) The total amount of each denomination of value chips, coins and plaques to be distributed to
17 the gaming table;

18 (4) The game and table number to which the value chips, coins and plaques are to be distributed;
19 and

20 (5) The signature of the floorperson or above requesting the fill.

21 D. After the Fill Request Slip has been prepared, the security department employee shall
22 transport the chip bank copy of the Fill Request Slip directly to the chip bank.

23 E. The dealer or boxperson shall place the drop box copy of the Fill Request Slip in view of the
24 facility operator's surveillance system on the gaming table to which the value chips, coins, and
25 plaques are to be received.

26 F. Notwithstanding the requirements of §§A—E of this regulation, a fill request may be prepared
27 electronically if:

28 (1) The input data for preparation of the fill is entered by, and ability to input data is restricted to,
29 the pit clerk or a floorperson or above; and

- 1 (2) A Fill Slip is generated in the chip bank as a direct result of the input.
- 2 G. A Fill Slip shall be prepared by a chip bank cashier or, if the required information was
3 inputted in conformity with §F of this regulation, the Fill Slip may be electronically generated in
4 the chip bank.
- 5 H. A Fill Slip shall be:
- 6 (1) A serially prenumbered form;
7 (2) Used in sequential order;
8 (3) Accounted for by employees with no incompatible functions; and
9 (4) If applicable, marked "Void" and signed by the preparer.
- 10 I. If a Fill Slip is manually prepared, the following procedures and requirements shall be
11 observed:
- 12 (1) Each series of Fill Slips shall be a four-part form and shall be inserted in a locked dispenser
13 or bound in a Fill Slip form book that permits an individual Fill Slip in the series and its copies to
14 be written upon while still locked in the dispenser or bound in the Fill Slip form book;
- 15 (2) The Fill Slip dispenser shall discharge the drop box, acknowledgement and chip bank copies
16 of the Fill Slip while the accounting copy remains in a continuous, unbroken form in the
17 dispenser; or
- 18 (3) If a Fill Slip form book is utilized, the accounting copy must remain in the bound Fill Slip
19 form book until removed in accordance with §I(4) of this regulation; and
- 20 (4) Access to copies of the Fill Slips shall be maintained and controlled by accounting
21 department employees with no incompatible functions who are responsible for controlling and
22 accounting for the unused supply of Fill Slips, placing Fill Slips in the dispensers and removing
23 the accounting copies of the Fill Slips from the dispensers or Fill Slip form book each gaming
24 day.
- 25 J. If a Fill Slip is electronically prepared, each series of Fill Slips must be a three-part form and:
- 26 (1) Be inserted in a printer that will simultaneously print a drop box, acknowledgment and chip
27 bank copy of the Fill Slip in the chip bank; and
- 28 (2) Store, in machine readable form, the information printed on the drop box, acknowledgement,
29 and chip bank copies of the Fill Slips so that the stored data may not be susceptible to change or
30 removal by any personnel involved in the preparation of a Fill Slip after the Fill Slip has been
31 prepared.

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K. A copy of a Fill Slip and, if applicable, the stored data, must contain at least the:

- (1) Denominations of the value chips, coins, and plaques being distributed;
- (2) Total amount of each denomination of value chips, coins, and plaques being distributed;
- (3) Total amount of all denominations of value chips, coins, and plaques being distributed;
- (4) Game and table number to which the value chips, coins, and plaques are being distributed;
- (5) Date ~~and shift~~ during which the distribution of value chips, coins, and plaques occurs; and
- (6) Signature of the preparer or, if electronically prepared, the license number of the preparer.

L. The time of preparation of the Fill Slip shall be recorded on the drop box, acknowledgement, and chip bank copies of the Fill Slip upon preparation.

M. A security department employee shall directly transport a value chip, coin or plaque distributed to a gaming table from the chip bank to a gaming table.

N. Upon receipt of a value chip, coin or plaque at a gaming table, the floorperson shall:

- (1) Compare the Fill Request Slip to the Fill Slip; and
- (2) Attest to the accuracy of the fill by signing the drop box copy and acknowledgement copy of the Fill Slip.

O. If a fill request is generated electronically in the chip bank in accordance with §F of this regulation, the floorperson shall:

- (1) Compare the Fill Slip with the electronically generated fill request; and
- (2) Attest to the accuracy of the fill by signing the drop box and acknowledgement copies of the Fill Slip.

P. Signatures on the drop box and acknowledgement copies of the Fill Slip attesting to the accuracy of the information contained on a Fill Slip shall be required of the specified employees at the specified times:

- (1) The chip bank cashier, upon preparation;
- (2) The security department employee transporting the value chips, coins and plaques to the gaming table, upon receipt from the cashier of the value chips, coins and plaques to be transported;

1 (3) The dealer or boxperson assigned to the gaming table, upon receipt and verification of the
2 amounts of the value chips, coins and plaques at the gaming table from the security department
3 employee; and

4 (4) The floorperson assigned to the gaming table, upon receipt and verification of the amounts of
5 the value chips, coins and plaques at the gaming table.

6 Q. After the signature requirements in §P of this regulation have been satisfied, the security
7 department employee who transported to a gaming table a value chip, coin or plaque, the drop
8 box, and acknowledgement copies of the Fill Slip, shall:

9 (1) Observe the dealer's or boxperson's immediate placement of the drop box copy of the Fill
10 Slip and the drop box copy of the Fill Request Slip, if applicable, in the drop box attached to the
11 gaming table to which a value chip, coin, or plaque was transported; and

12 (2) Return the acknowledgement copy of the Fill Slip to the chip bank cashier.

13 R. The chip bank cashier shall maintain together the chip bank copies of the Fill Request Slip, if
14 applicable, and the chip bank and acknowledgement copies of the Fill Slip, until those items are
15 forwarded to the accounting department.

16 S. All parts of voided Fill Slips, as well as the chip bank copies of Fill Request Slips, if
17 applicable, and the acknowledgement and chip bank copies of the Fill Slips that are maintained
18 and controlled in conformity with §Q of this regulation, shall be forwarded to the accounting
19 department for agreement, on a daily basis, with:

20 (1) The drop box copies of the Fill Request Slips, if applicable, and Fill Slips removed from the
21 drop box on the gaming table; and

22 (2) If applicable, the electronically stored data and accounting copies of the Fill Slips.

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