

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

3
4 **Subtitle 05 TABLE GAMES**

5
6 **Chapter .03 Table Game Procedures**

7
8 **Authority: State Government Article, §§ 9-1A-02(b), 9-1A-04(d), Annotated Code of**
9 **Maryland**

10
11 **.05 Removing a Value Chip, Coin, or Plaque from a Gaming Table.**

12
13 A. A pit clerk or floorperson or above shall prepare a request for a credit to remove a value chip,
14 coin or plaque from a table game by using a Credit Request Slip.

15
16 B. Access to the blank Credit Request Slips shall be restricted to pit clerks and floorpersons or
17 above.

18
19 C. A Credit Request Slip shall be a two-part form on which the following information shall be
20 recorded:

21 (1) The date, time and shift of preparation;

22 (2) The denomination of chips, coins, and plaques to be removed from the gaming table;

23 (3) The total amount of each denomination of value chips, coins and plaques to be
24 removed from the gaming table;

25 (4) The game and table number from which the value chips, coins, and plaques are to be
26 removed; and

27 (5) The signature of the floorperson or above assigned to the gaming table from which
28 the value chips, coins and plaques are to be removed.

29 D. A security department employee shall transport the chip bank copy of a prepared Credit
30 Request Slip directly to the chip bank.

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The proposed amendment to §P of this regulation would make existing regulations consistent with actual procedures.

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1 E. A dealer or boxperson shall place the drop box copy of the Credit Request Slip in view of the
2 facility operator's surveillance system on the gaming table from which the value chips, coins and
3 plaques are to be removed.

4
5 F. The drop box copy of the Credit Request Slip may not be removed until the drop box and
6 acknowledgement copies of the Credit Slip are received from the chip bank.

7
8 G. Notwithstanding the requirements of §§A—F of this regulation, a request for a credit may be
9 prepared electronically if:

10
11 (1) The input data for preparation of the credit is entered by, and ability to input data is
12 restricted to, the pit clerk or a floorperson or above; and

13
14 (2) A Credit Slip is generated in the chip bank as a direct result of the input.

15
16 H. A Credit Slip shall be prepared by a chip bank cashier or, if the required information was
17 inputted in conformity with §G of this regulation, the Credit Slip may be electronically generated
18 in the chip bank.

19
20 I. Credit Slips shall be:

21
22 (1) Serially prenumbered forms;

23
24 (2) Used in sequential order;

25
26 (3) Accounted for by employees with no incompatible functions; and

27
28 (4) If applicable, marked "Void" and signed by the preparer.

29
30 J. When Credit Slips are manually prepared, the following procedures and requirements shall be
31 observed:

32
33 (1) Each series of Credit Slips shall be a four-part form and shall be inserted in a locked
34 dispenser or bound in a Credit Slip form book that permits an individual Credit Slip in the
35 series and its copies to be written upon while still locked in the dispenser or bound in the
36 Credit Slip form book;

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1 (2) The Credit Slip dispenser must discharge the drop box, acknowledgement and chip
2 bank copies of the Credit Slip while the accounting copy remains in a continuous,
3 unbroken form in the dispenser; or
4

5 (3) If a Credit Slip form book is utilized, the accounting copy must remain in the bound
6 Credit Slip form book until removed in accordance with §J(4) of this regulation; and
7

8 (4) Access to the copies of the Credit Slips shall be maintained and controlled by
9 accounting department employees with no incompatible functions who shall be
10 responsible for controlling and accounting for the unused supply of the Credit Slips,
11 placing Credit Slips in the dispensers, and removing the accounting copies of the Credit
12 Slips from the dispensers or Credit Slip form book each gaming day.
13

14 K. When Credit Slips are electronically prepared, each series of Credit Slips must be a three-part
15 form and:
16

17 (1) Be inserted in a printer that simultaneously prints drop box, acknowledgement and
18 chip bank copies of the Credit Slip in the chip bank;
19

20 (2) Store, in machine-readable form, the information printed on the drop box,
21 acknowledgement and chip bank copies of the Credit Slip; and
22

23 (3) The stored data may not be susceptible to change or removal by any personnel after
24 the preparation of a Credit Slip after the Credit Slip has been prepared.
25

26 L. Copies of the Credit Slip, and when applicable, the stored data, must contain at least the
27 following information:
28

29 (1) The denominations of the value chips, coins, and plaques being returned to the chip
30 bank;
31

32 (2) The total amount of each denomination of value chips, coins and plaques being
33 returned;
34

35 (3) The total amount of all denominations of value chips, coins, and plaques being
36 returned;
37

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1 (4) The game and table number from which the value chips, coins, and plaques are being
2 returned;

3
4 (5) The date and shift during which the removal of value chips, coins, and plaques
5 occurs; and

6
7 (6) The signature of the preparer or, if electronically prepared, the identification code of
8 the preparer.
9

10 M. When the Credit Slip is prepare, the time of its preparation shall be recorded on the drop box,
11 acknowledgement and chip bank copies of the Credit Slip.
12

13 N. After the Credit Slip has been prepared by the chip bank cashier or has been printed in the
14 chip bank as a result of the information being inputted electronically by a pit clerk or floorperson
15 or above, the security department employee shall transport the drop box, acknowledgement and
16 chip bank copies of the Credit Slip directly to the gaming table.
17

18 O. The dealer or boxperson shall compare the value chips, coins and plaques to be removed from
19 the table inventory container with the drop box copy of the Credit Slip and the Credit Request
20 Slip, if applicable, and shall sign the Credit Slip.
21

22 P. Signatures on the drop box, acknowledgement and chip bank copies of a Credit Slip attesting
23 to the accuracy of the information contained on the Credit Slip shall be required of the specified
24 employees at the specified times:
25

26 (1) The chip bank cashier, upon ~~preparation~~ **receipt of the value chips from the table;**
27

28 (2) The dealer or boxperson assigned to the gaming table, upon removal of the value
29 chips, coins and plaques from the table inventory container and verification of the Credit
30 Slip and Credit Request Slip, if applicable;
31

32 (3) The floorperson assigned to the gaming table, upon observing the removal of the
33 value chips, coins and plaques from the table inventory container and the verification of
34 the Credit Slip and Credit Request Slip, if applicable; and
35

36 (4) The security department employee, upon receipt of the value chips, coins and plaques
37 from the gaming table.

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2 Q. After meeting the signature requirements required under §P of this regulation:
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4 (1) The security department employee shall transport the value chips, coins and plaques
5 directly to the chip bank along with the acknowledgement and chip bank copies of the
6 Credit Slip;
7

8 (2) The dealer or boxperson shall place the drop box copy of the Credit Slip on the
9 gaming table in view of the facility's surveillance system;
10

11 (3) Upon receipt of the value chips, coins and plaques from the security department
12 employee, the chip bank cashier shall:
13

14 (a) Compare the chip bank copy of the Credit Request Slip with the Credit Slip; or
15

16 (b) If the credit request is electronically generated in accordance with §G of this
17 regulation, the chip bank cashier shall compare the Credit Slip with the
18 electronically generated credit request; and
19

20 (c) The chip bank cashier shall attest to the accuracy of the credit by signing the
21 acknowledgement and chip bank copies of the Credit Slip.
22

23 (4) After transporting the acknowledgement copy of the Credit Slip back to the gaming
24 table from which the value chips, coins and plaques were removed, the security
25 department employee shall observe the immediate placement by the dealer or boxperson
26 of the drop box copy of the Credit Request Slip, if applicable, and the drop box and
27 acknowledgement copies of the Credit Slip into the drop box.
28

29 (5) The chip bank copies of the Credit Request Slip, if applicable, and Credit Slip shall be
30 maintained together by the chip bank cashier until forwarded to the accounting
31 department.
32

33 R. All parts of voided Credit Slips, chip bank copies of Credit Request Slips, if applicable, and
34 the chip bank copies of the Credit Slips that are maintained and controlled in conformity with §Q
35 of this regulation, shall be forwarded by a chip bank cashier to the accounting department for
36 agreement, on a daily basis, with:
37

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1 (1) The drop box copies of the Credit Request Slips, if applicable, and the drop box and
2 acknowledgement copies of the Credit Slips removed from the drop box on the gaming
3 table; and

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5 (2) The electronically stored data and accounting copies of Credit Slips, if applicable.

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