ILLINOIS GAMING BOARD
MINIMUM INTERNAL CONTROL STANDARDS
FORMS EXHIBITS

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Forms Descriptions

The following represents the minimum information required for the forms discussed herein.

Cards/Dice Inventory Ledger

1. Date of receipt, count or issuance;
2. Number of sets of dice/decks of cards received/issued;
3. Balance of sets of dice/decks of cards on hand; and
4. Required signatures.

Cards/Dice Distribution, Pick up and Cancellation/Destruction Log

1. Date;
2. Sets of dice/decks of cards distributed, picked-up, cancelled, and/or destroyed; and
3. Required signatures.

Cashier Count Sheet

1. Date, time and shift;
2. Location of bank;
3. Amount of each type and denomination of funds, including paperwork and vouchers, comprising the total bank;
4. Actual count total (closing inventory);
5. Accountability total;
6. Amount of overages or shortages; and
7. Required signatures.

Casino Cage/Casino Multiple Transaction Log

1. Location - Table or casino cage where cash transaction(s) occurred;
2. Date - Date of the multiple transaction log. The log will cover the entire gaming day;
3. Patron Name - Patron's full name if known or provided by the patron. If patron refuses to provide his/her name, include additional description to help identify person;
4. Patron Description - If patron's name is unknown, complete description of the patron, including sex, nationality, weight, height, hair color and any other distinguishing features;
5. Amount - Total cash transaction amount;
6 Transaction Type - Cash transactions defined or described in the Federal CTRC form;
7. Time - Time of the transaction including AM/PM;
8. Employee's Signature - Employee handling the transaction must sign the appropriate log entry;
9. Comments - Additional information useful in identifying the patron or explaining the transaction;
10. Supervisor's Signature - At the end of each shift the supervisor must sign the log. Signature acknowledges the following items:

a. The supervisor has reviewed the log and to the best of his/her knowledge all cash transactions of $500 or more in excess of $3,000 have been properly recorded; and

b. Currency Transaction Reports will be properly completed for all logged single cash transactions and series of multiple cash transactions in excess of $10,000; and

11. Page ___ of ___ - Page number and total pages of the log for the gaming day.

Casino Check Cashing Application and Addendum

See Addendum **1A** and **1B**

Casino Credit Application and Addendum

See Addendum **2A** and **2B**

Charitable Donation Form

1. Date;
2. Amount of each type of denomination and funds, including vouchers;
3. Total Count; and
4. Required signatures.

Chip Inventory Ledger

1. Date of receipt, issuance and destruction;
2. Number of each denomination of chips received, issued or destroyed;
3. Dollar amount of each denomination of value chips received, issued or destroyed;
4. Number and description of non-value chips received, issued or destroyed;
5. Required signatures; and
6. Identification of primary chips held in reserve with the word "reserve".

Count Slip/Currency Count Tape

1. Gaming date;
2. Table game and number/ EGD number;
3. Box contents by denomination;
4. Total of all denominations; and
5. Required signatures.

Coupon Inventory Log

1. Date of receipt;
2. Quantity received;
3. Type of coupon;
4. Serial numbers;

5. Date of issuance;
6. Quantity issued;
7. Date returned;
8. Quantity returned;
9. Balance;
10. Deviations noted; and
11. Required signatures.

Customer Deposit/Withdrawal Form

1. Preprinted number on all copies;
2. Patron's name and signature;
3. Date of deposit/withdrawals;
4. Amount and denomination of deposit/withdrawals (alpha and numeric);
5. Type of deposit/withdrawal; and
6. Required signatures.

Daily Patron Admission Count Form

1. Gaming date;
2. Primary beginning and ending entrance turnstile meter readings;
3. Difference between primary beginning and ending entrance turnstile meter readings;
4. Secondary beginning and ending entrance turnstile meter readings;
5. Difference between secondary beginning and ending entrance turnstile meter readings;
6. Date/Time the entrance meter readings were taken;
7. Higher patron count total between primary and secondary entrance turnstile meter readings;
8. Total patron admission count; and
9. Required signatures.

EGD Control Log

1. Manufacturer's serial number;
2. EGD number;
3. Location from and where the EGD is being moved;
4. Date and time; and
5. Required signatures.

EGD Department Progressive Meter Correction

1. Date, time and shift;
2. EGD number, location and denomination;
3. Description of the correction or malfunction;
4. Description of action taken including meter readings; and
5. Required signatures.

EGD Drop/Win Report

1. Gaming date;
2. EGD number;
3. Total currency drop by denomination and total;
4. Total hand-paid payouts;
5. Total vouchers in;
6. Total vouchers issued by EGDs;
7. Total coupons in;
8. Bonus awards;
9. WAT In;
10. CEP In;
11. NCEP In;
12. WAT Out;
13. CEP Out;
14. NCEP Out;
15. Total drop by denomination;
16. Total drop all denominations;
17. Net win (loss) by denomination and total; and
18. Required signatures.

EGD Hand-Paid Payout Form

1. Date and time;
2. EGD number, location and denomination;
3. Amount of hand-pay (in alpha and numeric if manually prepared and in numeric form if machine generated);
4. Number of credits played;
5. Game outcome (e.g., reel symbols, card values and suits, etc.); and
6. Required signatures.

EGD/Machine Entry Access Log

1. EGD number and location;
2. Date and time;
3. Reason for entry; and
4. Required signatures.

EGD Marker Request Form

1. Date and time;
2. Patron's name and current address;
3. Patron's date of birth;
4. Account number;
5. Amount requested;
6. Patron's signature; and

7. Required signatures.

Emergency Purchase Order Log

1. Date;
2. Purchase Order Number;
3. Department;
4. Vendor;
5. Amount;
6. Reason for emergency; and
7. Required signatures.

Employee Temporary Badge Log

1. Date and time issued;
2. Employee name;
3. Temporary badge number;
4. Reason for issuance;
5. Date and time returned; and
6. Required signatures.

Even Exchange Slip

1. Date, time and locations to and from;
2. Amounts to be exchanged by type;
3. Amounts to be exchanged for;
4. Total amount exchanged; and
5. Required signatures.

Gratuity Deposit Form

1. Date and department(s);
2. Amount of chips/U.S. coin/currency by denomination;
3. Total amount of all denominations; and
4. Required signatures.

Ingress/Egress Log (Count and Surveillance Rooms)

1. Date;
2. Printed name;
3. Time in and out;
4. Reason for entry; and
5. Required signatures.

Main Bank/Vault Accountability Form

1. Date and shift;
2. Opening balance;
3. Amount of each type of accountability transactions;
4. Detail of the total main bank/vault inventory (currency, U.S. coin, chips, vouchers, miscellaneous);
5. Total main bank/vault inventory;
6. Overages and shortages;
7. Closing balance; and
8. Required signatures.

Manual Sensitive Key Log

1. Date;
2. Time of key sign-out;
3. Key number and purpose;
4. Signature of requestor;
5. Signature of issuer;
6. Time of key sign-in;
7. Returned by signature; and
8. Received by signature.

Marker

1. Preprinted number on all copies;
2. Window/table number;
3. Date and time;
4. Patron's name and signature;
5. Name of patron's bank and ABA number;
6. Amount of credit extended (both alpha and numeric); and
7. Required signatures.

Marker Redemption Form

1. Date, shift and window number;
2. Patron's name;
3. The marker number(s) being redeemed;
4. Dollar amount of payment;
5. Method of payment; and
6. Required signatures.

Master Gaming Report

1. Gaming date (and shift, if applicable);
2. Game and table number;

3. Table opener;
4. Total fill slips;
5. Total credit slips;
6. Total markers;
7. Total match play coupons;
8. Table closer;
9. Total drop per table;
10. Overall totals by game;
11. Total win/loss; and
12. Required signatures.

Purchase Order

1. Date;
2. Purchase Order number;
3. Ordering department name;
4. Purchase Requisition number (if applicable);
5. Terms;
6. Description of item;
7. Quantity;
8. Unit price;
9. Extended price;
10. Vendor's name; and
11. Required signatures.

RAM Clearing Slip

1. Date and time;
2. EGD number, location and credits played;
3. Current reel positions/video display;
4. Previous two reel positions/video display;
5. Actual meter readings from the soft system meters;
6. Progressive jackpot display, if linked;
7. Reason for RAM clear; and
8. Required signatures.

Remote Access Authorization Request Form

1. Date;
2. Printed name of person requesting remote access and company name;
3. Printed name of person accessing system and company name;
4. Purpose of the work to be performed via remote access and a description of the work to be performed, including a description of all system and program upgrades, updates, repairs, alterations or maintenance of the Critical Gaming System(s);
5. Start and end dates of remote access;

6. Printed name of the authorized and licensed casino employee approving remote access; and
7. Required signatures.

Returned Check/Marker Log

1. Date of entry on the returned check/marker log;
2. Original date of the check/marker;
3. Date check/marker was dishonored by a bank (if legible);
4. Name of the drawer of the check/marker;
5. Check or marker number;
6. Amount of check/marker;
7. Reason returned;
8. Type of check/marker;
9. Date(s) and amount(s) of any payments received on the check/marker after being returned to a bank and the balance; and
10. Required signatures.

Security Incident Report

1. Incident report number;
2. Date and time of incident;
3. Location of incident;
4. Name(s) and address(es) of witness(es) and subject(s) involved in the incident, if known;
5. Detail narrative of the incident;
6. Identification of video tape/digital surveillance record covering the incident, if applicable; and
7. Required signatures.

Self-Exclusion Forfeiture Form

1. Date;
2. Self Excluded Person’s Name;
3. Self Excluded Person’s Address;
4. Self Excluded Person’s Date of Birth (D.O.B.);
5. Self Excluded Person’s Social Security Number (SS#);
6. Self Excluded Person’s IGB Number;
7. Description and type of amount forfeited;
8. Past Due Support Deductions, if applicable
9 Total amount forfeited; and
10. Required signatures.

Signature Card

1. Hire date;
2. Employee name;

3. Department;
4. Position;
5. IGB occupational license number;
6. Exemplar initials; and
7. Exemplar signature (minimum of first initial and last name).

Surveillance Incident Report

1. Date and incident report number;
2. Time and location of incident;
3. Names and address(e)s of witness(es) and subject(s) involved in the incident, if known;
4. Detail narrative of incident;
5. Identification of video tape/digital surveillance record covering the incident;
6. Final disposition of the incident; and
7. Required signatures.

Surveillance Shift Log

1. Date;
2. Time of duration, name, location, etc. of important or unusual observations;
3. Items such as, but not limited to, equipment malfunction, completed tapes/digital surveillance records, still photograph requests, etc.; and
4. Required signatures.

Surveillance Tape/Digital Surveillance Record Release Log

1. Tape/Digital surveillance record number;
2. Date and time of release;
3. Printed name, department/agency;
4. Whether the tape/digital surveillance record is a duplicate or original;
5. Authorized by;
6. Issued by; and
7. Required signatures.

Surveillance Tape/Digital Surveillance Record Retention Log

1. Date and time of coverage;
2. Tape/Digital surveillance record number;
3. Description, activity recorded, recording mode, etc; and
4. Required signatures.

Table Credit Slip

1. Date, time and game/table number;
2. Amount of each denomination of chips/tokens to be credited;

3. Total amount of all denomination to be credited; and
4. Required signatures.

Table Error Form

1. Date and time
2. Game/table number;
3. Description of error and amount; and
4. Required signatures.

Table Fill Slip

1. Date, time and game/table number;
2. Amount of each denomination of chips/tokens to be distributed;
3. Total amount of all denomination to be distributed; and
4. Required signatures.

Table Inventory Slip

1. Date and shift;
2. Game and table number;
3. Total value of each denomination of chips and tokens remaining at the table;
4. Total value of all denominations; and
5. Required signatures.

Table Layout Inventory Ledger

1. Date of receipt, issuance, destruction;
2. Description of type of layout;
3. Quantity received, issued, destroyed;
4. Balance of layouts; and
5. Required signatures.

Token Inventory Ledger

1. Date of receipt, count, issuance and destruction;
2. Total number by denomination and dollar value received, issued or destroyed;
3. Total of all denomination received, issued, or destroyed; and
4. Required signatures.

Visitor/Vendor Badge Log

1. Date;
2. Printed name;
3. Company name;
4. Time in and out;

5. Type of badge and badge number;
6. Reason for entry; and
7. Required signatures.

Voucher System Customer Dispute Form

1. Date and time of incident;
2. EGD number and location;
3. Nature of dispute;
4. Patron name and address;
5. Disposition of dispute; and
6. Required signatures.

Voucher System Problem Log

1. Date and time;
2. Name of person reporting the problem;
3. Description of the problem;
4. Final disposition; and
5. Required signatures.