

3772-11-42

**Poker room; banks and transactions.**

- (A) If a casino operator uses a poker room bank, the casino operator's internal controls shall state whether the bank is operated as a branch of the main cage with a cashier's cage or if accountability and staffing of the bank are the responsibility of the poker room manager or poker room supervisor.
- (B) Both the outgoing and incoming licensed employees responsible for the bank shall sign the completed count sheet attesting to the accuracy of the information at the beginning and ending of each shift. If there is no incoming or outgoing individual, the countdown, verification, and signatory requirements shall be performed by the individual who is responsible for the bank and a cashier's cage employee or a supervisor independent of the poker room.
- (C) Each transfer between any table banks and the poker room bank shall be authorized by a poker room supervisor and evidenced by the use of a transfer slip as specified in the internal controls. The poker dealer and poker room supervisor shall verify the amount of chips to be transferred. Transfers between table banks, poker room banks, or cashier's cages within the poker room shall not require a security escort.
- (D) Transfers between the table banks, poker room banks, or the cashier's cages outside the poker room shall be properly authorized and documented by the poker room supervisor on an even exchange slip as specified in the internal controls.
- (E) A casino operator may permit patrons to exchange cash for chips only at the poker room bank, cashier's cage, dealer's bank, or with a casino runner and then only within submitted and commission approved buy-in procedures. Patrons shall not be permitted to purchase chips from other patrons.
- (F) When a poker table is opened, a poker dealer shall count the poker table bank inventory, and the accuracy of the count shall be verified by the poker room supervisor and attested to by their signatures on a table inventory slip. The count shall be recorded and reconciled when the poker table is closed.
- (G) When a poker table is not open for play for seven consecutive gaming days, the poker table inventory shall be counted and verified by either two poker room supervisors or a poker room supervisor and a dealer. The poker room supervisor shall prepare a new table inventory slip and place the previous inventory slip in the table drop box.
- (H) When an imprest bank is used to process poker tournament buy-in transactions, it shall be allowed to temporarily exceed the imprest value by the amount of the buy-ins. Such transactions shall be documented by forms kept with the buy-ins in the bank as specified in the internal controls. All such documents shall be exchanged with the main bank to sell the amount of the tournament buy-ins prior to

the cashier concluding his/her shift.

Effective:

R.C. 119.032 review dates: 05/19/2017

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Certification

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Date

Promulgated Under: 119.03  
Statutory Authority: 3772.03  
Rule Amplifies: 3772.03  
Prior Effective Dates: 12/22/2012