



LOTTERY BOOKKEEPING AND SECURITY CHECKLIST

If you can answer Yes to each of the following questions, then you should have no problem managing your lottery account.

- Is one person responsible for ordering lottery tickets?
- Does that same person receive and log packs on a Ticket Inventory Log?
- Are un-activated packs dated and stored under lock and key?

FIRST IN, FIRST OUT! Rotate your ticket stock just like you would rotate your cigarette stock.

- Are all activated packs recorded on the Ticket Inventory Log?
- Do you keep track of instant tickets on a per-shift basis?
- Do you compare the actual tickets paid out to the Instant Tickets Redeemed report?
- Do you use the Instant Ticket Daily Sales Log worksheet to track sales?
- Are sales verified to cash on-hand?
- Are lottery funds deposited daily into a separate bank account?
- Are you aware of the weekly communication fee on your Billing report?

*REMINDER: YOU ARE BILLED FOR INSTANT TICKET PACKS 60 DAYS FROM ACTIVATION OR WHEN THE PACK REACHES 85% VALIDATED! PACKS NOT ACTIVATED WILL BE BILLED 120 DAYS AFTER ISSUE DATE.

INSTANT TICKET CREDITS FOR A NEW RETAILER ARE HELD UNTIL THE FIRST DEBIT SWEEP!