



## TEXAS LOTTERY COMMISSION INSTRUCTIONS FOR PERFORMING A PHYSICAL INVENTORY

Your bingo license is being audited by the Texas Lottery Commission (TLC), and you are requested to take a physical inventory of single sheets, UPS pads, and instant bingo cards. An **INVENTORY RECAP AND VERIFICATION** form and an **INSTANT BINGO INVENTORY** form are provided for your convenience in recording this inventory.

The **INVENTORY RECAP AND VERIFICATION** forms allows an organization to verify that the inventory balances of single sheets and UPS pads on the Disposable Card Sales Summaries are correct and provide a total of the inventory for an audit. To use this form the organization should:

- Prepare an inventory for each type of paper (i.e., single sheets, 3 on 5 up pads, 9 on 5 up pads, etc.).
- List the series number (\*see below), serial number (\*\*see below), type of paper (#on/#up), and the balance per Disposable Card Sales Summary for all paper.
- After this information is recorded, the form should be taken to the storeroom. The paper should be counted, and the count entered in the corresponding row in the **Actual Count of Cards on Hand** column.
- Subtract the **Actual Count of Cards on Hand** from the **Balance Per Disposable Card Sales Summary**, and enter this amount in the **Difference Over (Short)** column.
- The TLC request that the **DISPOSABLE CARD SALES SUMMARY** be reconciled to actual inventory at the time of a TLC audit.
- **\*Series Number** is the number of the series of disposable bingo cards as received from the distributor (i.e., 1-9000, 9001-18000, 18001-27000, etc.)
- **\*\*Serial number** is the number, generally in red ink, at the top center of the face of a disposable bingo card.

The **INSTANT BINGO INVENTORY** form should list the instant bingo cards on hand by **Instant Bingo Deal (Serial Number)**, **Type of Instant Cards (Form # and Description)**, **Number of Cards in Complete Deal**, and **Actual Number of Cards on Hand** (for partial deals). Please take an inventory of your instant bingo cards, and provide it to the auditor.

**NOTE:** If your organization is using reusable hard cards, it is not necessary to inventory these cards for audit.