

LG844 Instructions

- As part of the site inventory, this information is required for all paper pull-tabs, tipboards, and paddletickets.
- Use this form to record the perpetual inventory for all paper pull-tabs, tipboards, and/or paddletickets purchased by your organization.
- If your organization has only one permitted premises, this form may be kept on site and used instead of the LG847 Current Site Inventory List.
- Use a separate form for each type of game of paper pull-tabs, tipboards, and paddletickets.
- Make entries when games are:
 - received from the distributor,
 - put into play,
 - transferred to another site (only unplayed games may be transferred),
 - removed from play (closed), or
 - returned to a distributor.

The perpetual inventory information may be kept on a computer, but the information must be available upon request in printed form.

Perpetual inventory records must be kept for at least 3-1/2 years.

In the upper right hand corner, check the type of game being inventoried. Enter the organization name and license number at the top of the form.

Column 1

Enter the date of the distributor invoice.

Column 2

Enter the name of the distributor from whom the game was purchased.

Column 3

Enter the invoice number.

Column 4

Enter the two-character ID of the manufacturer.

Column 5

Enter the part number of the game.

Column 6

Enter the game name or form number.

Column 7

Enter the game serial number.

Column 8

Enter the actual game cost. Do not include sales tax, freight, or 1.7% tax listed on distributors' invoices.

Column 9

Enter the date that the game was put into play or transferred to another premises.

Column 10

Enter the date that the game was closed or returned to a distributor for credit.