



Ohio Administrative Code Rule 3772-10-24 Signature requirements.

Effective: May 27, 2017

(A) Each casino operator's internal controls shall detail the procedures for preparing and maintaining a signature card for each licensed employee. The signature cards shall contain the following:

- (1) The employee's printed name;
- (2) The employee's license number;
- (3) The employee's handwritten signature and initials;
- (4) The employee's title, department, and employee number;
- (5) The department supervisor's signature authorizing the signature card;
- (6) The date of signature card; and
- (7) The forms that the employee is authorized to sign.

(B) All signature cards shall be updated immediately upon a change in employee status.

(C) Changes in the signature card file shall be documented by preparation of either a form bearing signatures of those authorizing the change to the signature card file or a new card which supersedes the previous card.

(D) Unless otherwise authorized by the commission and included in the casino operator's internal control submission, whenever a signature of a licensed employee is required by rules adopted by the commission or the casino operator's internal controls, the signature shall:

- (1) At a minimum be, the signer's first initial, last name, and commission license number;



(2) Be immediately adjacent to or above the legibly printed, or preprinted title of the signer; and

(3) Signify that the signer has prepared the forms, records, and documents and/or authorized, observed, and/or participated in a transaction to a sufficient extent to attest to the accuracy of the information recorded thereon, in conformity with the casino operator's system of accounting internal controls.