



Physical Inventory-Bingo Paper

Physical Inventory-Bingo Paper (as of June 30/July 1)

Due Date: _____

Organization Name:	Organization NHLC ID (License Number):	Date/Time Inventory Taken
Mailing Address:	City/State:	Zip Code:
Contact Person/Title:	Contact Phone #:	Contact e-mail:

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Paper Type/Description as per Game Schedule	Item/Paper Description per Invoice	Serial #	Quantity per Serial # (i.e., per item/set invoiced)	Starting Audit Number	Ending Audit Number	Physical Count (should=column6 minus column5)
EXAMPLE						
<i>Tri-State Enterprises example: (a) 18 card (b) regular (c) package</i>	<i>18on10 80's</i>	<i>8395297</i>	<i>502</i>			<i>502 packages (i.e., full unopened set)</i>
<i>Tri-State Enterprises example: a) 3 card (b) WTA (c) strip</i>	<i>3on purple border 9-18</i>	<i>1592208</i>	<i>3,000</i>			<i>1,235 strips</i>
<i>Diamond Distributors example: (a) 12 card (b) regular (c) package</i>	<i>12ON H 7up 70-79 UMAX</i>	<i>8599348</i>	<i>750</i>			<i>375 packages</i>
<i>Diamond Distributors example: (a) 18 card (b) COCA (c) sheet</i>	<i>18 ON H 27-36 PURPLE TINT LOOSE</i>	<i>2437857</i>	<i>500</i>			<i>150 sheets</i>

Physical Inventory-Bingo Paper

I hereby certify, under penalty of unsworn falsification pursuant to RSA 641:3; that the above statements and all documents contain within this form are true, accurate and complete and that there are no willful misrepresentations in or falsification of the information provide herein.

Prepared by: _____ Title: _____ Date: _____

Signature: _____

Notes & Instructions

- This form is used to complete an actual physical on hand inventory as held by the organization on the specified date taken. This is a physical hand count of each type of paper both opened and unopened in your inventory (i.e., paper that has not yet been sold). The various types may include packages, sheets, strips, cards.
- This form must be completed on June 30/July 1, 2023, or after the conclusion of June's gaming activities but before the start of July's gaming activities (i.e., in between sales dates/games).
- The completed form including date and time inventory is conducted must be submitted and to the NHLC no later than July 15, 2023.
- Completion/submission is mandatory and non-submittal is considered non-compliance and may affect future licensing dates.
- If additional space is needed, utilize copies of blank pages. Do not staple anything together.
- Accuracy and legibility are imperative as any potential future audits conducted will rely on these inventory counts.
- A copy of the completed form is to be retained by the organization for a minimum of two years.

Physical Inventory-Bingo Paper

Column 1

Enter detailed description of each type of paper, package, sheet, strip, or card

- (a) Number of faces/cards. An individual bingo card contains 24 numbers plus the free space number
- (b) Game type that corresponds with the paper being played (i.e., regular, winner take all, carryover coverall, shotgun)
- (c) Manner in which the paper is sold/played (i.e., package/book, sheet, strip, or single card)

Column 2

Enter the corresponding item description as denoted on the invoice

Column 3

Enter the corresponding serial# generally printed on the "N" of "BINGO" on each bingo face (unique to each item/box/set invoiced) to identify a particular printed set of invoiced paper-see below example

Column 4

Enter the quantity per serial number, that is the amount of sellable paper for each item invoiced (i.e a full unopened box or set)

Column 5

Audit number is the consecutive number printed on each bingo book that is used to quickly track sales and inventory-see below example. Note starting audit number is the top package, sheet, strip or card at the beginning of the count, this number should be equal to the ending audit number of the previous count.

Column 6

Same as column 4 but the ending audit number would be the top package, sheet, strip, card at the end of the current count

Column 7

Conduct a physical hand count for each audit number, in other words the amount of sellable paper on hand for each serial number/quantity invoiced. Physical count should be equal to ending audit number minus beginning audit number, if not recount the paper and investigate/explain the variance.

Prepared by & Signature:

Enter the (printed) name of the whomever completed the form, the individuals title, the date the form was signed and an original signature

Physical Inventory-Bingo Paper

UniMaxBingo Paper

Bingo Paper Terminology

AUDIT NUMBER ①

A consecutive number printed on each bingo book that is used to quickly track sales and inventory.

BARCODE ②

Contains information about each bingo booklet including serial number, audit number, paper type, series, pages per book, and page number.

BOOKLET / PACK

A group of specific numbered bingo sheets of different colors that are collated together, all containing the same number of faces to be played for each game at a bingo session. They are collated in the order in which they will be played.

COLLATIONS

A tablet or pad of bingo sheets arranged in a specific color sequence. Available in either a standard or customized rotation.

COLOR ③

The color used on the bingo face that identifies which game is being played. Color can refer to a border, a tint or a solid colored sheet.

CUT

Indicates the overall appearance of the sheet of faces. A cut may be square, horizontal or vertical.

FACE / CARD ④

An individual bingo card containing 24 numbers plus the free space number.

FREE SPACE NUMBER ⑤

A number located in the free space square that identifies the unique bingo face and enables a winning face to be verified electronically or manually.

GAME PATTERN

A combination of squares which must be completed in order to win a bingo game.

LOOSE PAPER

Bingo paper that is sold individually that is not collated into books or pads. Also referred to as *Specials* or *Straight Goods*.

ON ⑥

The number of bingo faces per sheet. For example, a 3 ON has 3 faces per sheet.

PADDED

Refers to bingo paper that is bundled into booklets in order to provide more control than loose paper. Sold as a full series in one color, and usually in pads of 25.

SERIAL NUMBER ⑦

A number printed on the "N" of "BINGO" on each bingo face to identify a particular printed set and is primarily used to keep unauthorized paper out of the game.

Audittrack Sales & Inventory Tracking

For most paper cuts, each bingo sheet is printed with an audit number. At the end of each session, subtract the original starting number from the audit number on the first remaining book, and you will know the exact number of books sold by each floor person.

EXAMPLE

You begin a session with books that run from 1,501 to 1,600. At the end of the session, the top book is 1,588. When you subtract 1,501 (the starting audit number) from 1,588 (the ending audit number), you can calculate that 87 books were sold for that session. To determine total sales, simply multiply the 87 books sold by the selling price.

Every audit number includes a page number and is printed on every page of a booklet. Cuts are identified with a prefix before each audit number.

6V 251 - 1
Cut Audit # Page #

Calculating Sales & Inventory

With consecutive audit numbers, calculating your sales and inventory has never been easier.



Physical Inventory-Bingo Paper



HELPFUL INFORMATION

UP × Series =
Faces per Set

Series ÷ ON =
Books per Set

UP × ON =
Faces per Book

SERIES

Identifies the cards in play by the different range of 9,000 cards.
Example: 1 - 9,000; 9,001 - 18,000; 18,001 - 27,000 ... 99,001 - 99,036.

SERIES SYMBOL 8

A unique symbol located on every bingo face (in certain series) in the "O" of "BINGO" that is used to easily identify each series. See *UniMax symbols on page 53*.

SESSION

An entire evening or daytime bingo program, consisting of a series of regular and/or special bingo games.

SET

A specific grouping of bingo cards that constitutes a single selling unit.

SPECIAL

A game played with paper that differs from the main pack purchased at admission.

UP

The number of sheets in a collated booklet.

VERIFICATION NUMBER 9

The unique number located on each bingo face that identifies a unique 24-number configuration. It is the same number as the *Free Space Number* and is also referred to as the *Secondary Free Space Number*.

The diagram illustrates three bingo cards with the following features highlighted by numbered callouts:

- 1:** Points to the '3V 947-1' label on the left side of the bottom card.
- 2:** Points to the QR code located below the middle card.
- 3:** Points to the 'BINGO' header on the top card.
- 4:** Points to the 'BINGO' header on the middle card.
- 5:** Points to the 'FREE 91823 UniMax*' symbol in the center of the top card.
- 6:** Points to the '91823' verification number at the bottom right of the top card.
- 7:** Points to the 'FREE 92323 UniMax*' symbol in the center of the middle card.
- 8:** Points to the 'O' in 'BINGO' on the bottom card, which contains a recycling symbol.
- 9:** Points to the '92823' verification number at the bottom right of the bottom card.

Each card has a header with 'BINGO', the series number '6229990', and a recycling symbol. The cards contain 24 numbers each, with a 'FREE' space in the center. The top card's numbers are: 1, 22, 43, 55, 65; 2, 19, 45, 58, 68; 10, 28, FREE 91823 UniMax*, 51, 66; 3, 25, 32, 50, 63; 4, 26, 44, 60, 72. The middle card's numbers are: 2, 27, 31, 57, 62; 11, 18, 34, 56, 67; 8, 23, FREE 92323 UniMax*, 53, 64; 14, 16, 39, 47, 74; 9, 21, 38, 48, 70. The bottom card's numbers are: 5, 19, 38, 46, 66; 6, 17, 40, 57, 74; 1, 29, FREE 92823 UniMax*, 59, 72; 7, 24, 41, 60, 71; 15, 22, 37, 49, 61.

Physical Inventory-Bingo Paper

Capitol Plus Bingo Paper

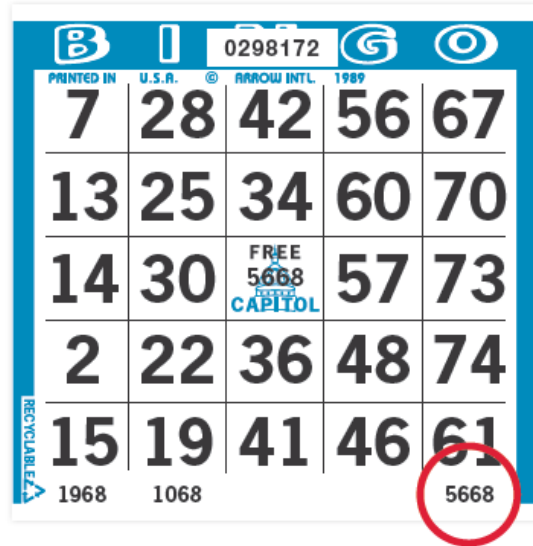
CAPITOL BINGO PAPER

Auditrack System Advantage

Each sheet of Capitol is imprinted with an audit number. At the end of each session, subtract the original starting number from the audit number on the first remaining book, and you will know the exact number of books sold by each floor person.

EXAMPLE

A seller's books run from 1,501 to 1,600 at the beginning of the session. At the end of the session, the top book is 1,588; this means $1,588 - 1,501 = 87$ books were sold. Simply multiply the 87 books by the selling price, and the sales are instantly calculated. It's that easy!



CAPITOL® AUDITRACK™ AVAILABILITY BY SERIES AND CUT

CAPITOL BINGO PAPER SERIES	MASTER SHEET	PLAYER PREFERRED	1S1	3V1	3H3	4S2	5H5	6V2	6H3	8H4	9S3	10H5	12H4	15H5	18H6
1 - 9,000	24V4	-	✓	✓	-	✓	-	✓	-	✓	-	-	✓	-	-
1 - 9,000	24H6	-	✓	-	✓	✓	-	-	✓	-	-	-	-	-	-
1 - 9,000	30V5	-	✓	✓	-	-	✓	-	-	-	-	✓	-	✓	-
1 - 9,000	36S6	-	✓	✓	✓	✓	-	✓	✓	-	✓	-	-	-	✓
9,001 - 18,000	24V4	-	✓	✓	-	✓	-	✓	-	✓	-	-	✓	-	-
9,001 - 18,000	36S6	-	✓	✓	✓	✓	-	✓	✓	-	✓	-	-	-	✓
18,001 - 27,000	36S6	-	✓	✓	✓	✓	-	✓	✓	-	✓	-	-	-	✓
27,001 - 36,000	36S6	-	✓	✓	✓	✓	-	✓	✓	-	✓	-	-	-	✓
36,001 - 45,000	36S6	✓	✓	✓	✓	✓	-	✓	✓	-	✓	-	-	-	✓
45,001 - 54,000	36S6	✓	✓	✓	✓	✓	-	✓	✓	-	✓	-	-	-	✓