



PHYSICAL INVENTORY FORM "TRADITIONAL" LUCKY 7 TICKETS

Organization Name:	License Number:	Date Inventory Taken:
Mailing Address:	City:	Zip Code:
Contact Name/Title:	Contact Phone #:	Contact e-mail:

Column 1	Column 2	Column 3	Column 4	Column 5
<i>Distributor</i>	<i>Game Name</i>	<i>Form #</i>	<i>Serial #</i>	<i>Physical Inventory (Full Deals & # of Tickets from Open Deals)</i>
<i>Example: ABC Games</i>	<i>Nascash</i>	<i>328K</i>	<i>3V89960</i>	<i>1 full deal</i>
<i>Example: ABC Games</i>	<i>Nascash</i>	<i>328K</i>	<i>3V89960</i>	<i>1,200 tickets</i>
<i>Example: Best Supplier</i>	<i>Pink Diamonds Jackpot</i>	<i>PKD1</i>	<i>7820350</i>	<i>1 full deal</i>



PHYSICAL INVENTORY FORM

“TRADITIONAL” LUCKY 7 TICKETS

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Inventory Date: _____

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Revised 7/2023

Initials of Preparer: _____



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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: _____
 Signature: _____ Date: _____



PHYSICAL INVENTORY FORM "TRADITIONAL" LUCKY 7 TICKETS

A. HOW TO USE THIS FORM

Use this form to complete the annual physical inventory of all "traditional" Lucky 7 tickets held by the organization at the close of the fiscal year ending June 30th. This form may also be used to record monthly physical inventories.

- "Traditional" tickets are pre-printed, paper tickets, not to be confused with electronic tickets, which are produced and dispensed by an electronic ticket dispenser.
- A "physical inventory" is a hand count of tickets from both unopened and open deals.

An annual physical inventory records the inventory at the close of the State fiscal year (ending June 30th). The Annual Physical Inventory fulfills the requirement for the monthly physical inventory for June.

A copy of the annual physical inventory must be electronically submitted to the New Hampshire Lottery Commission's, Investigation & Compliance Division no later than July 15th of each year.

- Submission of the Annual Physical Inventory is mandatory. Failure to submit this report could result in administrative action, which may affect future licensing dates.
- The individual completing inventory must sign and date the completed Physical Inventory Form. Accuracy and legibility are imperative as any potential future audits will rely on these inventory counts.
- A copy of the completed form must be retained by the organization for a minimum of two years.

B. HOW TO COMPLETE THIS FORM

Column 1: Distributor

Enter the name of the distributor from whom the deals/tickets were purchased.

Column 2: Game Name

Enter the name of the Lucky 7 game, which can be found on the ticket itself and/or the box the tickets came in.

Column 3: Form

Enter the alpha numeric characters associated with each type of deal/ticket. The Form # can be found on the ticket itself and/or the box the tickets came in. Deals of the same game will have the same Form #; therefore, an organization can have multiple deals/boxes with identical form #'s.

Column 4: Serial#

Enter the alphanumeric characters unique to each deal of ticket. The Serial # can be found on the ticket itself and/or on the box the tickets came in. Each deal of tickets must have its own unique serial # with no 2 deals having the same Serial #.

Column 5 Physical Inventory

Count and enter the number of deals and/or tickets:

- For unopened deals, record the total number of unopened deals by form number.
- For open deals, count and record the number of individual tickets in each open deal.

Prepared by & Signature:

Enter the printed name and title of the individual who completed the inventory. This individual must also sign and date the form.

Inventory Date: _____

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