

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS
DESTRUCTION OF UNUSED CHARITABLE GAMING SUPPLIES

GENERAL INSTRUCTIONS

- A. Use this form to notify the Office of Charitable and Regulatory Programs of the destruction of unused charitable gaming supplies by the organization.
- B. Complete this form in its entirety and **do not leave any blanks.**
- C. **Type or print all information** and do not use a pencil. Place "N/A" if an item is not applicable.
- D. Ensure the form's certification is signed and dated by an authorized person from the organization.
- E. Unused charitable gaming supplies shall not be transferred to any organization for the purpose of conducting charitable gaming in the Commonwealth.
- F. Ensure the proper destruction of unused charitable gaming supplies.
- G. Retain a copy of this completed form with the organization's charitable gaming records.

ORGANIZATION INFORMATION

1. Organization Name: _____ OCG No.: _____

UNUSED CHARITABLE GAMING SUPPLIES

2.

Type of Paper	Unit of Issue	Quantity on Hand
<i>Example: Jackpot - 18on - Red, White and Blue</i>	<i>Sheet</i>	<i>200</i>

3.

Instant Bingo/Seal Card/Coin Boards Deal/Ticket Name	Form Number	Serial Number	Unit of Issue	Quantity on Hand

CERTIFICATION

I certify that the destruction of the unused charitable gaming supplies, as listed above, was conducted in accordance with the Charitable Gaming Statutes and Regulations.

Method of Destruction: _____

Destruction by (Name and Position): _____

Date of Destruction: _____

Reason for Destruction: _____

Signature: _____ Date: _____

Name: _____ Position: _____
 First Name Middle Initial Last Name

Submit Completed Forms By: **Mail:** VDACS, Office of Charitable & Regulatory Programs
 PO Box 1163, Richmond, Virginia 23218; or
Fax: (804) 225-2666