

Mail To:
 VDACS, Office of Charitable Gaming
 P. O. Box 1163
 Richmond, VA 23218



FORM 302
 ANNUAL
 SUPPLIER/MANUFACTURER
 SALES &
 TRANSACTIONS REPORT

REPORT YEAR

**COMMONWEALTH OF VIRGINIA
 DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
 OFFICE OF CHARITABLE GAMING
 ANNUAL SUPPLIER/MANUFACTURER SALES AND TRANSACTIONS REPORT**

GENERAL INSTRUCTIONS

1. Each permitted supplier and/or manufacturer of electronic games of chance systems (*i.e.* electronic pull-tabs) is required to submit an annual report by March 1st for the preceding calendar year (*i.e.* report year).
2. The report must include all sales and transactions (*i.e.* given, provided, sold, returned, rented and/or voided) for all supplies, equipment, goods, services, electronic device sales and electronic games of chance system sales to each organization in the Commonwealth during the report year.
3. Serial numbers of instant bingo and pull tab deals, seal cards, and merchandise boards are not required with this report, but must be retained and available upon request by the Office of Charitable Gaming.
4. Please refer to the following website for the preferred format when reporting sales and transactions:
www.vdacs.virginia.gov/gaming/forms.shtml#supplier

SUPPLIER AND/OR MANUFACTURER OF ELECTRONIC GAMES OF CHANCE SYSTEMS INFORMATION

Corporate Name: _____ OCG No: _____

DBA/Trading As Name: _____

Corporate Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Telephone: _____ Fax: _____

Primary Contact Person Name: _____

Daytime Telephone: _____ Email Address: _____

ATTEST STATEMENT

(Complete and Sign)

I, _____, representing _____

Name Company Name

do hereby swear or affirm that the data, information, figures and statements shown in this report and on attached statements and in the files provided on computer disks with this report are correct to the best of my knowledge, information and belief.

Signature Title Date

Initial this box if no sales and/or transactions were made within the Commonwealth during the report year.

ORGANIZATION INFORMATION

In accordance with §18.2-340.34 of the *Code of Virginia*, the following information is requested for all sales and transactions (i.e. given, provided, sold, returned, rented and/or voided) for all supplies, equipment, goods, services, electronic device sales and electronic games of chance system sales to each organization in the Commonwealth during the report year.

Please provide the following sales and transactions data in columns on an Microsoft Excel spreadsheet file. Please use a separate column for each sales and transaction data item.

An example of the preferred format is online at www.vdacs.virginia.gov/gaming/forms.shtml#supplier

SALES AND TRANSACTIONS OF ELECTRONIC DEVICES AND/OR ELECTRONIC GAMES OF CHANCE SYSTEMS (i.e. ELECTRONIC PULL-TABS) TO EACH ORGANIZATION:

- A. Customer # - Number assigned by supplier/manufacturer for this customer
- B. OCG # (i.e. Office of Charitable Gaming Number) - If the organization does not have a current permit from the OCG, the supplier/manufacturer is required to have on file a copy of the statement required by 11 VAC 15-40-120 C 1 or 11 VAC 15-40-147 C 1 of the Charitable Gaming Regulations.
- C. Name of the Organization
- D. Address 1 - Physical address of organization (street address)
- E. Address 2 - Mailing address, if different from physical address
- F. City
- G. State
- H. Zip Code
- I. Account Type: **(B)** Bingo/Charitable Gaming Supplies or **(S)** Instants or Pull-Tabs Supplies for Use in Social Quarters Only
- J. Session Start Date & Time
- K. Session End Date & Time
- L. Quantity Shipped - Number of Electronic Units Given, Provided, Sold, Returned, Rented and/or Voided
- M. Equipment - Description of Equipment Given, Provided, Sold, Returned, Rented and/or Voided
- N. Electronic Bingo - Price Per Electronic Bingo Device
- O. Electronic Pull-Tab - Name of the Deal
- P. Electronic Pull-Tab - Form Number
- Q. Electronic Pull-Tab - Ticket Price
- R. Electronic Pull-Tab - Number of Tickets in a Deal
- S. Electronic Pull-Tab - Number of Free Tickets in a Deal
- T. Electronic Pull-Tab - Cash Take-In for the Deal
- U. Electronic Pull-Tab - Cash Payout for the Deal
- V. Electronic Pull-Tab - Number of Tickets Sold
- W. Electronic Pull-Tab - Ticket Sales for the Deal
- X. Electronic Pull-Tab - Number of Voided Transactions
- Y. Electronic Pull-Tab - Dollar Value of Voided Transactions
- Z. Electronic Pull-Tab - Number of Prizes Paid
- AA. Electronic Pull-Tab - Prizes Paid for the Deal

SALES AND TRANSACTIONS OF NON-ELECTRONIC BINGO GAMING SUPPLIES, RAFFLE SUPPLIES, AND MISCELLANEOUS SUPPLIES TO EACH ORGANIZATION:

- A. Customer # - Number assigned by Supplier for this customer
- B. OCG # (*i.e.* Office of Charitable Gaming Number) - If the organization does not have a current permit from the OCG, the supplier is required to have on file a copy of the statement required by 11 VAC 15-40-120(C)(1) of the Charitable Gaming Regulations.
- C. Name of the Organization
- D. Address 1 - Physical address of organization (street address)
- E. Address 2 - Mailing address, if different from physical address
- F. City
- G. State
- H. Zip Code
- I. Account Type: **(B)** Bingo/Charitable Gaming Supplies or **(S)** Instants, Seal Cards or Pull-Tabs Supplies for Use in Social Quarters only
- J. Invoice Number
- K. Invoice Date
- L. Invoice Total
- M. Invoice Line Amount
- N. Quantity Shipped - Number of units shipped (*i.e.* Given, Provided, Sold, Returned, or Rented)
- O. Miscellaneous Supplies - Description of Miscellaneous Supplies, Goods or Services Given, Provided, Sold or Rented
- P. Equipment - Description of Equipment Given, Provided, Sold or Rented
- Q. Bingo Paper - Description of Paper, Series Number, Type, Color, etc.
- R. Bingo Paper - Number of Sheets or Packs in a Full Unit
- S. Bingo Paper # On - Number of Faces on a Sheet
- T. Bingo Paper # Up - Number of Sheets in a Pack
- U. Paper Instant Bingo - Name of the Deal
- V. Paper Instant Bingo - Form Number
- W. Paper Instant Bingo - Ticket Price
- X. Paper Instant Bingo - Number of Tickets in a Deal
- Y. Paper Instant Bingo - Number of Free Tickets in a Deal
- Z. Paper Instant Bingo - Cash Take-In for the Deal
- AA. Paper Instant Bingo - Cash Payout for the Deal

CHECKLIST FOR THIS REPORT

1. Is the Office of Charitable Gaming number shown for each organization?
2. Are all sales and transactions included for each organization?
3. Are credits, returns, and no charge items clearly identified on this report?
4. Are sales and transactions to each organizations classified into two accounts: bingo/charitable gaming supplies (**B**) and social quarters supplies (**S**)?
5. Is each sales and transactions data reported in a separate column? For instance, Item A data would be in Column A.
6. Are all department-approved electronic medium devices included with this report?
7. Does the department-approved electronic medium devices contain all sales and transactions for the report year?
8. Are the department-approved electronic medium devices readable?
9. Has this report been signed by an authorized person?

**PLEASE REFER TO THE FOLLOWING WEBSITE FOR THE PREFERRED FORMAT WHEN REPORTING
SALES AND TRANSACTIONS**

www.vdacs.virginia.gov/gaming/forms.shtml#supplier