

INSTRUCTIONS GC-13NP

This form is used to record all access into the Gaming Machine. Per the internal controls, "Upon access to any gaming machine, the Gaming Machine Access Log is completed and returned to the inside of the machine prior to securing the door.

This form must be maintained inside the gaming machine at all times. When a form has been completely filled, put in a file with the Gaming Accountant.

Column:

Date	-	Date of access
Time	-	Time of access
Name	-	Print Name of Authorized Person to access machine
Reason for Access	-	Reason for access includes "hopper fill", "hopper jam", "ticket jam", "change paper", etc.

Once the form is filled up, it should be removed and put in a separate file with the gaming paperwork. A new form should be put inside the Gaming Machine.

Effective 2/28/05

