

GENERAL RECORDKEEPING FORMS AND INSTRUCTIONS

This booklet contains additional forms that may be needed by an organization to comply with the North Dakota Gaming Laws and Administrative Rules. Instructions for each form are included in this booklet. Samples of three of the forms have been provided to illustrate the proper completion of these forms. Samples of the other forms that are self-explanatory are not included.

Please remove the master forms needed from the booklet and make copies for your organization. These forms are also available on this office's web page at www.ag.nd.gov.

If you have any questions or comments, please contact this office in writing or by calling 1-800-326-9240.

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Employee Signature and Initials Register
(SFN 50900)

An organization is required to maintain a register of all individuals who initial or sign a record or report, including independent contractors who provide auditing, accounting, and bookkeeping services. Any financial institution employees who provide drop box cash count services is not required to be included on the register; however the financial institution employee shall legibly sign their full name on the daily report when providing drop box cash count services. The register must include each individual's name and the initials or signature as the individual normally writes them on a record or report. This information is required for all organizations, whether or not initials are used on the forms.

See sample form on page 4.

Application for Gaming Funds
(SFN 9801)

This form is used by potential recipients of net proceeds to request trust fund disbursements from a gaming organization. The applicant completes the form through the signature and date fields. The organization completes the bottom line of the form indicating whether the request is approved or denied and related information if funds are disbursed.

See sample on page 5.

Deposit Summary
(SFN 50277)

This form may be used by an organization to record the information required by North Dakota Administrative Code § 99-01.2-03-10(3) when a single deposit is for more than one game or game type or more than one day's activity.

In place of this form, this information may be written directly on a deposit slip or a supporting schedule.

See sample form on page 6.

Change of Governing Board
(SFN 51568)

This form is used if the governing board of an organization changes. Refer to North Dakota Administrative Code § 99-01.3-01-04. The information must be provided to this office within fourteen days following the change. Mail the completed form to the address listed on the bottom.

Change of Gaming Organization's
Top Executive Official
(SFN 53238)

This form is used if the top executive of the governing board of an organization changes. Refer to North Dakota Administrative Code § 99-01.3-01-04. The information must be provided to this office within fourteen days following the change.

Change of Gaming Manager
(SFN 52549)

This form is used if the gaming manager of an organization changes. Refer to North Dakota Administrative Code § 99-01.3-02-07(1). The information must be provided to this office within fourteen days following the change. The line for the "Gaming Manager's Signature" is to be signed by the new gaming manager. Mail the completed form to the address listed on the bottom.

Change of Mailing Address
(SFN 52550)

This form is used to notify this office when the mailing address of an organization

changes. The form is to be signed by a governing board member verifying the change of the mailing address. Mail the completed form to the address listed on the bottom.

Gaming Organization E-Mail Contact
(SFN 54481)

This form is completed if an organization chooses to receive licensing renewal forms by e-mail rather than by mail. This form is also used when a contact person and e-mail address this office has on file for the organization changes. Mail the completed form to the address listed on the bottom.



APPLICATION FOR GAMING FUNDS
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 GAMING DIVISION
 SFN 9801 (6-2012)

Organization Charity, Inc.
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Legal Name of Organization or Individual Applying For Funds Anytown High School		Contact Person for Applicant Mary Jones		Daytime Phone Number 555-5555	
Mailing Address PO Box 111		City Anytown	State ND	Zip Code 58999	
Detailed Description of Intended Use of Gaming Funds: To help purchase new computers for the computer lab.					
Applicant agrees to retain <u>documentation of the use of the funds for three years</u> from the date funds are received. Applicant agrees that if the funds are not used for the above stated purpose, or the funds are not used within six months, the funds will be returned to the gaming organization.			Signature of Applicant Mary Jones		Date 6/20/16
Amount Requested \$ 500	Request is: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Approved By John Peters	Amount Approved \$ 500	Check Number 321	Check Date 6/28/16
			Eligible Use Code E – 10		
According to N.D.A.C. § 99-01.3-14-01(9), if the applicant is a charitable organization, professional fundraiser, or professional solicitor, the applicant must provide evidence that it has a charitable solicitations license required by North Dakota Century Code Chapter 50-22. Attach a copy of the license to this form.					



APPLICATION FOR GAMING FUNDS
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 GAMING DIVISION
 SFN 9801 (6-2012)

Organization

Legal Name of Organization or Individual Applying For Funds		Contact Person for Applicant		Daytime Phone Number	
Mailing Address		City	State	Zip Code	
Detailed Description of Intended Use of Gaming Funds:					
Applicant agrees to retain <u>documentation of the use of the funds for three years</u> from the date funds are received. Applicant agrees that if the funds are not used for the above stated purpose, or the funds are not used within six months, the funds will be returned to the gaming organization.			Signature of Applicant		Date
Amount Requested \$	Request is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Approved By	Amount Approved \$	Check Number	Check Date
			Eligible Use Code —		
According to N.D.A.C. § 99-01.3-14-01(9), if the applicant is a charitable organization, professional fundraiser, or professional solicitor, the applicant must provide evidence that it has a charitable solicitations license required by North Dakota Century Code Chapter 50-22. Attach a copy of the license to this form.					



DEPOSIT SUMMARY
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 GAMING DIVISION
 SFN 50277 (5-2016)

Organization Charity, Inc.	Page <u>1</u> of <u>1</u>
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Site	Date of Activity
The Bar	7/15/16
Twenty-One	93
Bingo	12
Pull Tabs Name: Hooked	45
Pull Tabs Name: Super Dog	0
Pull Tabs Name:	
Pull Tab Device Name: Lucky Devil	56
Other Name:	
Other Name: Seal Board Gaming Stamp: 10445120	50
Total	256

Site	Date of Activity
The Bar	7/16/16
Twenty-One	0
Bingo	26
Pull Tabs Name:	102
Pull Tabs Name:	14
Pull Tabs Name:	
Pull Tab Device Name:	0
Other Name:	
Other Name: Gaming Stamp:	
Total	142

Site	Date of Activity
The Bar	7/17/16
Twenty-One	77
Bingo	14
Pull Tabs Name: Hooked	43
Pull Tabs Name: Super Dog	10
Pull Tabs Name:	
Pull Tab Device Name: Lucky Devil	51
Other Name:	
Other Name: Gaming Stamp:	
Total	195

Total Deposit	\$ 593	Date of Deposit	7/18/16	Initials	MS
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DEPOSIT SUMMARY
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 GAMING DIVISION
 SFN 50277 (5-2016)

Organization	Page _____ of _____
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Site	Date of Activity
Twenty-One	
Bingo	
Pull Tabs Name:	
Pull Tabs Name:	
Pull Tabs Name:	
Pull Tab Device Name:	
Other Name:	
Other Name: Gaming Stamp:	
Total	

Site	Date of Activity
Twenty-One	
Bingo	
Pull Tabs Name:	
Pull Tabs Name:	
Pull Tabs Name:	
Pull Tab Device Name:	
Other Name:	
Other Name: Gaming Stamp:	
Total	

Site	Date of Activity
Twenty-One	
Bingo	
Pull Tabs Name:	
Pull Tabs Name:	
Pull Tabs Name:	
Pull Tab Device Name:	
Other Name:	
Other Name: Gaming Stamp:	
Total	

Total Deposit	\$	Date of Deposit		Initials	
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