

§1761. Reporting Requirements for License Holders

A. Each licensee and manufacturer shall file with the department a quarterly report signed by the member in charge or head of the organization as described in §1707 on forms prescribed and supplied by the department. The report must be postmarked, or if hand delivered, received in the division's office, no later than the last business day of the first month following the end of the quarter. Business days are defined as Monday through Friday, not including state holidays. Quarters are on a calendar year basis and begin and end as follows: The first quarter begins January 1 and ends March 31; the second quarter begins April 1 and ends June 30; the third quarter begins July 1 and ends September 30; the fourth quarter begins October 1 and ends December 31.

B. Each distributor shall file with the division a monthly report signed by the head of the organization as described in §1707. These reports along with the user fees are due no later than midnight of the fifteenth of each following month.

C. In addition to any other civil or criminal penalties, organizations which are late in filing these reports may be assessed a \$100 late penalty for each quarterly or monthly report or reports not submitted timely after notice and opportunity for a hearing held in accordance with the Administrative Procedure Act. Repeated violations shall be cause for denial, suspension, or revocation of said license.

D. Manufacturer's quarterly reports and distributor's monthly reports shall include, but are not limited to, the following information regarding the sale of gaming supplies:

1. licensed organization sold to;
2. number of item (form number)
3. item description (form design);
4. cost per item;
5. quantity sold to organization;

6. manufacturers and distributors shall record and be able to track each pull tab series or deal by serial number. The serial numbers must be included or attached to invoices.

AUTHORITY NOTE: Promulgated in accordance with R.S. 33:4861.17.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Police, LR 12:157 (March 1986), amended LR 13:103 (February 1987).