

## §2109. Reporting and Record Requirements

### A. Reporting Requirements—Manufacturers

1. Each manufacturer selling, leasing, or otherwise furnishing EBCDDs or EBCDD systems must maintain a log or other records, such as invoices, which includes the following information:

- a. the date of transaction;
- b. the model and unique identification number of each EBCDD and EBCDD system;
- c. the model and/or version number of all components of the EBCDD system, excluding secondary components;
- d. the name of the distributor to whom the EBCDD or EBCDD system was sold, leased, or otherwise furnished;
- e. the time period covered by the invoice;
- f. the quantity sold or leased; and
- g. the total invoice amount.

2. Each licensed manufacturer shall file with the office a quarterly report signed by an official of the manufacturer as described in §1707 on form prescribed and supplied by the office. The report must be postmarked, or if hand delivered, received in the office, no later than the last business day of the first month following the end of the quarter. Quarters are on a calendar year basis and end on March 31, June 30, September 30, and December 31. The report must include the following information:

- a. licensed distributor to which the EBCDDs and EBCDD systems were sold or leased to;
- b. number of EBCDD units sold or leased;
- c. item description or model number;
- d. cost or lease amount per item; and
- e. total sale amount or leased amount attributable to EBCDDs.

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

### B. Reporting requirements—Distributors

1. Each Distributor selling, leasing, or otherwise furnishing EBCDD or EBCDD systems must maintain a log or other records, such as invoices, which includes the following information:

- a. the date of transaction;

- b. the model and unique identification number of each EBCDD and EBCDD system, excluding secondary components;

- c. the model and/or version number of all components of the EBCDD system;

- d. the name of the organization to which the EBCDD or EBCDD system was sold, leased, or otherwise furnished;

- e. the time period covered by the invoice;

- f. the quantity of EBCDDs sold or leased; and

- g. the total invoice amount.

2. Each licensed distributor shall file with the office a monthly report signed by an official of the distributor as described in §1707 on form prescribed and supplied by the office. The office must receive the report, along with the user fees, no later than the midnight of the 15th of each following month. The report must include the following information:

- a. licensed organization to which the EBCDDs were sold or leased to;

- b. number of EBCDD units sold or leased;

- c. item description or model number;

- d. cost or lease amount per item;

- e. total number of electronic card faces sold for use by EBCDDs;

- f. total sale amount or leased amount attributed to EBCDDs; and

- g. total amount of use fees collected.

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

### C. Reporting requirements—Organizations

1. Each Organizations leasing or otherwise utilizing EBCDD or EBCDD systems must maintain a log or other records, such as invoices, which includes the following information:

- a. the date of transaction;

- b. the model and unique identification number of each EBCDD and EBCDD system, excluding secondary components;

- c. the model and/or version number of all components of the EBCDD system;

- d. the name of the distributor(s) from whom the EBCDD or EBCDD system were leased or otherwise furnished;

- e. the time period covered by the invoice;

- f. the quantity sold or leased; and
- g. the total invoice amount.

2. Each Organization must receive approval from the office for the selling price of electronic card face <sup>2</sup> sales. Any pricing configuration desiring to be used by an organization must have prior approval from the office.

3. All sales of electronic card faces must be reported on the Organization quarterly report as gross proceeds from bingo.

4. A violation of the aforementioned provisions may result in a civil penalty and possible revocation of license in accordance with these rules.

*AUTHORITY NOTE: Promulgated in accordance with R.S. 4:716 and 739.*

*HISTORICAL NOTE: Promulgated by the Department of Revenue, Office of Charitable Gaming, LR 32:257 (February 2006).*

<sup>2</sup> Listed in Louisiana Register as “electronic and face”.