

PULL TAB LOG SHEET INSTRUCTIONS

SERIAL # - Each box of pull tabs has a serial number, this number also appears on the bottom of each ticket in the box. Each bin should be filled with only tickets out of the same box and having the same serial number on all tickets.

VALUE – Each box has a total value of tickets included. Example: 3,339.00 tickets in a box at \$1.00 per ticket = box value \$3,339.00 (Box Values vary)

TICKETS SOLD – Each machine should have a counter that will display a report and print the report out. THIS MUST BE IN WORKING ORDER TO CONTINUE TO SELL PULL TABS. This report will list bin # and number of tickets sold.

Example: BIN 1 = 446 “@ \$1.00	<u>\$446.00</u>
WINNER PAID OUT: BIN 1 – Example: 10 “@ \$5.00	<u>\$50.00</u>
WINNER PAID OUT: BIN 1 – Example: 3 “@ \$100.00	<u>\$300.00</u>
TOTAL PAID OUT: BIN 1- Example	<u>\$350.00</u>

PROFIT/LOSS: BIN 1- Example	<u>\$96.00</u>
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NET DEPOSIT TO LODGE: Total of all Profit/loss (1 THRU 6 /Six Bins)

VERIFIED BY - Pull tab member counting money & member verifying count: There should always be TWO (2) persons counting and verifying pull tab money. NEVER count money alone.

INVENTORY RECAP: EXAMPLE

VALUE: Starting value of bin. Should be value of box	<u>\$3,339.00</u>
TICKETS SOLD: Number of tickets sold per Bin	<u>105</u>
WINNER PAID OUT: Total of Winner Paid Out per Bin	- <u>\$720.00</u>
ENDING VALUE: Value – Winners Paid =	<u>\$2,619.00</u>

Ending Value will be next counts Beginning Value

Example:

VALUE -----	\$2,619.00
TICKETS SOLD -----	352 (105 + New tickets sold per bin)
WINNER PAID OUT ----	New Winner Paid Out per bin.
ENDING VALUE -----	This becomes next counts beginning value and so forth.

After all tickets in a bin are sold Total “Net Deposit to Lodge” should equal ENDING VALUE OF ALL BINS (1 THRU 6)

After all tickets in a bin are sold INVENTORY RECAP “TICKETS SOLD” SHOULD EQUAL STARTING VALUE OF BIN.

A New Pull Tab log should be started for each bin refill - Example: If BIN 2 empties before other bins. BIN 2 INVENTORY RECAP is complete and a new Pull Tab log is started for the box of Serial Numbers. As the other BINS empty and are refilled they can be added to the new Pull Tab Log sheet.