

FORM GC-12NP INSTRUCTIONS

A permanent drop and count schedule shall be recorded on this form and a copy shall be submitted to the Audit and Compliance Division. Anytime there is a change to the permanent schedule a new GC-12NP shall be completed and submitted to the Audit and Compliance Division, three (3) days prior to the change occurring. The drop and count shall be done at the scheduled time or up to one (1) hour after the scheduled time.

The licensee shall complete a GC-12NP if they need to complete an unscheduled, emergency drop to replenish gaming funds between regularly scheduled drops. The completed form shall be sent to the Audit and Compliance Division.



GC-12NP DROP AND COUNT SCHEDULE

Permanent changes to drop and/or count times must be submitted 3 days prior to request change date.

Licensee Name:	License #:
Date of Request:	Effective Date:
Reason for Change:	
Name (Please Print Clearly):	Signature:

Circle One: Initial Schedule / Permanent Change / Emergency Drop / Other

Day	Coin Drop (TIME)	COIN COUNT	Currency Drop (TIME)	CURRENCY COUNT
MONDAY		Immediately Following		Immediately Following
TUESDAY		Immediately Following		Immediately Following
WEDNESDAY		Immediately Following		Immediately Following
THURSDAY		Immediately Following		Immediately Following
FRIDAY		Immediately Following		Immediately Following
SATURDAY		Immediately Following		Immediately Following
SUNDAY		Immediately Following		Immediately Following