

# STATE OF NEW MEXICO

## GAMING CONTROL BOARD



### NON-PROFIT FORM MATRIX (as of February 12, 2014)

C = Cashier

GM = Gaming Manager/Assistant

GA = Gaming Accountant/Assistant

D = Distributor

Form #	Title of Form	Completed	Prepared by:				Approved/Signed by:			Reviewed/Signed by:		
			C	GM	GA	D	C	GM	GA	C	GM	GA
GC-01NP	Cashier Inventory (1 per shift)	Daily	X					X				X
GC-02NP	Cashier Reconciliation (1 per shift)	Daily	X					X				X
GC-03NP	Payout/Fill Summary (1 per shift)	Daily	X									X
GC-04NP	Jackpot Payout/Fill Slip	Daily/As Needed	X					X				X
GC-05NP	Vault Transfer Slip	Daily/As Needed	X	X				X				X
GC-06NP	Vault Reconciliation	Daily/As Needed		X				X				X
GC-07NP	Drop Count	Weekly/As Needed	X	X				X				X
GC-08NP	Hopper Overflow/Count	Monthly	X	X				X				X
GC-09NP	Bankroll Analysis Worksheet (first 6 months of gaming)	Monthly			X							X
GC-10NP	Monthly Gaming Summary (Ticket Printers Only) - Optional	Monthly			X							X
GC-11NP	Gaming Signature Card	As Needed		X			X	X				
GC-12NP	Drop and Count Schedule	As Needed		X				X				
GC-13NP	Machine Entry Access Log (MEAL)	As Needed	X	X								
GC-14NP	***Vacant	N/A	---	---	---	---	---	---	---	---	---	---
GC-15NP	Variance Request	As Needed		X								
GC-16NP	Disputed/Unclaimed Jackpot Receipt	As Needed	X				X	X				
GC-17NP	Compulsive Gambling Training Log	As Needed	X	X				X				
GC-18NP	Additional Payout/Promotion Submittal	As Needed		X				X				
GC-19NP	Additional Payout Reporting	As Needed		X								
GC-20NP	Tax Adjustment Reporting	As Needed		X	X							
GC-21NP	Temporary Job Change Notification	As Needed		X								
GC-22NP	Patron Dispute	As Needed		X								
GC-23NP	Variance Report	As Needed		X	X					X		
GC-24NP	Monthly Financial Reporting	Monthly			X			X	X			
GC-25NP	Progressive Begin/Terminate	As Needed				X		X				
GC-26NP	Progressive/Mystery Jackpot Definition	As Needed				X		X				
GC-27NP	Progressive Controller Access Log	As Needed	X	X								
GC-28NP	Progressive Daily Meter/Funds Log	As Needed	X	X								
GC-29NP	Verification of Winnings of \$1,200 or More (Human Services)	As Needed	X							X		
GC-30NP	Compulsive Gambling Assistance Reporting	Annually		X								
GC-31NP	Progressive Jackpot Version Change	As Needed				X		X				