



# LG807 Bingo Hard Card Sales: Instructions

- Each person collecting the money from bingo hard card sales and gift certificates, if any, (admission and floor sales) must complete this form in ink.
- If more than one person sells bingo hard cards, more than one LG807 may be used for each bingo occasion.

## **ADMISSION AND FLOOR SALES FOR THE OCCASION**

### **Column 1**

Enter the name of the bingo game from the bingo program or enter the number of the game being played.

### **Column 2**

Enter the number of bingo hard cards sold for each bingo game (or for the occasion, if applicable).

### **Column 3**

Enter the actual selling price for each bingo hard card sold. The selling price of the bingo hard cards may be different from game to game.

### **Column 4**

Enter the amount of dollar sales for the hard cards sold for each game.

Column 2 x Column 3 = Column 4.

### **Column 5**

Enter the actual amount of cash in hand, from the sale of bingo hard cards, for each individual bingo game.

### **Column 6**

Subtract column 4 from column 5 and enter the difference.

## **OTHER REQUIRED INFORMATION**

- If an organization uses coupons, the quantity and dollar amount of all coupons redeemed must be documented.
- Keep the redeemed coupons with the bingo records.
- List all bingo employees and volunteers who work during the bingo occasion.
- Complete the summary information on lines 1 through line 5.

## **SELLER'S SIGNATURE**

The seller must sign and date the form **in ink**.