



- As part of the site inventory, this information is required for all pull-tabs, tipboards, and paddlewheels.
- Use this form to conduct the monthly physical inventory on the last day of the month.
- Compare the games in play and unplayed games listed on this form to the open games listed on your perpetual inventory record.

Physical inventory records must be kept for at least 3-1/2 years.

---

Check the type of game being inventoried.

Enter the organization's name, license and premises permit number for the site where the game is located, and site name.

Enter the month and year of the inventory.

For each unplayed game or game in play, enter the following information:

**Column 1**

Enter the two-character ID of the manufacturer.

**Column 2**

Enter the form (part) number of the game.

**Column 3**

Enter the game name.

**Column 4**

Enter the game serial number.

**Column 5**

Enter the actual game cost. Do not include the sales tax, freight, or 1.7% tax listed on distributors' invoices.

**Signature and date taken**

The person conducting the physical inventory:

- may not be the person who maintains the perpetual inventory or conducts the annual certified physical inventory and cash count; and
- must sign and date the physical inventory form.