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# Ohio Lottery Commission

**Retailer License Suspension-Seasonal Policy**  
Office of General Services

No:

LOT-GS-0003

Effective:

January 22, 2025

Issued By:

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Michelle B. Gillcrist  
Director

Signed by: dff153cc-f0e8-49c3-928b-daf14b0da404

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## I. **Purpose**

The policy establishes the process for Ohio Lottery Commission (the "Lottery") Licensed Retailer Sales Agents ("Retailer" or "Retailers") who are only open for business during a specific period each calendar year.

## II. **Scope**

This policy applies to all Lottery Employees and Retailers.

## III. **Policy**

### A. **Procedures & Responsibilities**

1. At the time of licensing, the Retailer will notify the Lottery Division of Licensing and Bonding of the Retailer's off-season period.
2. The respective Regional Office will place Retailers into an "Inactive-Seasonal" status during of the scheduled off-season period.
3. The Division of Licensing and Bonding monitor the duration of the "Inactive-Seasonal" status.
4. The Retailer will notify their Lottery Sales Representative (LSR) to request to return to "Active" status. The LSR will inform their Regional Office manager

or designee, who will place the Retailer in “Active” Status.

5. The Lottery does not guarantee immediate placement of Lottery gaming terminals upon the return to an “Active” status.

## **B. Consequences of Violation**

A violation of any part of this policy may subject an employee to disciplinary action up to and including termination. All other parties involved remain subject to their individual agreements with the Lottery and any penalties for breach may be levied subject to those agreements and at the discretion of the Director.

## **IV. Authority**

[Ohio Administrative Code Rule 3770:1-5-05](#)

[Ohio Administrative Code Rule 3770-4-03](#)

## **V. Inquiries**

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## **VI. Revision History**

This Policy supersedes any previously issued Office of General Services policies conveying information relative to this subject matter.

<b>Status</b>	<b>Date</b>	<b>Changes</b>
First Issued	January 3, 2000	-
Revised	September 2006	Content Changes
Revised	July 2009	Content changes
Revised	June 13, 2017	Renumbered (Formerly AD-00-05 A.2)
Revised	January 22, 2025	Content and formatting changes