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# Ohio Lottery Commission

## Retailer License Suspension – Alteration Policy

Office of General Services

No:

LOT-GS-0002

Effective:

January 22, 2025

Issued By:

X 

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 unable to perform the duties of a Retailer due to physical alterations at their retail location.

### II. Scope

This policy applies to all Lottery employees and Retailers.

### III. Policy

#### A. Procedures & Responsibilities

1. A Retailer will notify their Regional Office point of contact of any construction or remodeling that temporarily closes the physical building, sidewalk, or parking lot of their retail location.
2. The Regional Office will place the Retailer in “Inactive-Temporary” status.
3. The Division of Licensing and Bonding will monitor the duration and number of Retailers that are in “Inactive-Temporary” status. The Division of Licensing and Bonding will grant up to 90 days to complete alterations and resume distribution of Lottery products.

4. After 90 days, the Licensing and Bonding Manager will consider extenuating circumstances to determine if the “Inactive-Temporary” status should be extended.

## **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 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	July 2009	Content Changes
Revised	June 13, 2017	Renumbered (Formerly AD-00-04 A.2)
Revised	January 22, 2025	Formatting and content changes