



[Ticket Sales Directive]
[Office of Sales]
[LOT-SA-0005]
[June 13, 2017]

PURPOSE:

The purpose of this Policy is to enumerate the guidelines and regulations for the sale of Ohio Lottery Commission (OLC) products.

POLICY:

Licensed Retailers are required to follow OLC guidelines regarding the sales of OLC products. Failure to do so may result in the removal of OLC products and/or terminals, the suspension of sales privileges, and/or the revocation of issued licenses, in accordance with the Ohio Revised Code (ORC), the Ohio Administrative Code (OAC), and the terms and conditions of the Retailer's OLC License.

GUIDELINES:

1. Location - OLC tickets are to be sold only at the Retailer's licensed location unless otherwise authorized by the OLC.
2. Sales - The OLC shall approve the terms of sale and payment and Retailers shall only sell tickets on such terms.
3. Financial Responsibility - Proceeds from the sale of any book of OLC tickets become due to the OLC upon any of the following, whichever occurs first: a) whenever the book is "Marked Sold," as described in the "Float Policy," (see Paragraph 5 below), b) upon the 65th day of activation, as described in the 65-Day Auto-Settlement Policy (see Paragraph 4 below), or c) upon the closeout date of the game corresponding with that book. The Director or Designee may order that tickets not be issued to a Retailer who has failed to clear his/her account. Retailers who fail to make timely payment will be subject to the penalties as described in Retailer Payment Policy **LOT-FI-0007**.
4. Auto-Settlement— The Gaming System will automatically process as sold books of tickets which reach the following thresholds:
 - a. All books activated for 65 days will be automatically marked sold on the 65th day after the book's initial activation.
 - b. There may be game-specific exceptions to this Policy at the Lottery's discretion. Auto-Settlement does not affect the Retailer's responsibility to "MARK-SOLD" any book that has been sold. The Lottery may also determine that a lot of tickets is to be "MARKED SOLD" when a minimal



amount of tickets remain unsold or when the redemption value of a book reaches 90 percent, whichever is less.

5. Float – The OLC requires Retailers to “MARK-SOLD” through the gaming terminal any book of instant tickets issued to them when the book has been sold and is no longer in the Retailer’s ticket inventory. Failure by a OLC Retailer to “MARK-SOLD” any book of tickets is considered “FLOAT,” and is a violation of Lottery policy. This violation may result in suspension and/or revocation of the Retailer’s OLC License.
6. Accessibility – Retailers shall use their best efforts to make tickets easily available and accessible to the public and to encourage their sale.
7. Equipment – The OLC shall provide wager processing equipment to the Retailer. The Retailer shall be responsible for the security of that equipment.
8. Marketing – The Director will initiate marketing and promotional programs and will provide Retailers with such sales materials as deemed appropriate. Retailers shall use all such materials in accordance with the instructions of the OLC.
9. Wager Processing – Each Retailer shall always serve any customer waiting in line before accepting any large block orders for tickets. Retailers may not accept mail orders, phone orders, or bulk delivery of orders. Retailers may not accept automated bet slips from any customers playing an OLC on-line game. Retailers may only accept original OLC bet slips that have been completed by hand.
10. Security – Each Retailer is responsible for the security of OLC products and equipment and the proceeds from the sale of OLC products as detailed in LOT-SE-0001 Ticket Theft Policy.
11. Prohibitions – OLC Retailers are prohibited from:
 - a. Selling OLC products to minors.
 - b. Selling OLC products issued by other states – LOT-SA-0006 Ticket Sales – Other Jurisdictions.
 - c. Selling games not authorized by the OLC.

BREACH OF POLICY:

A violation of any part of this policy may be subject to disciplinary action up to and including termination.

**THIS POLICY SUPERSEDES AND REPLACES ANY AND ALL PREVIOUSLY ISSUED POLICIES
ON THIS SUBJECT**



Revision History		
Status	Date	Changes
First Issued	December 2012	-
Revised	July 2015	Content Changes
Revised	June 13, 2017	Content changes and Renumbered (Formerly: SA-06-01 A.3)