



May 15, 2024

Charitable Gaming  
Directive No. 3.02.04

## **Electronic Bingo Cards**

(Bingo and Hall Licensees)

### **BACKGROUND**

General Rule 101(2)(c) states: “Bingo equipment’ means any authorized item that is used to conduct bingo.”

Licensing Rule 206(1) states in part: “Upon the issuance of a gaming license, the qualified organization agrees to all of the following terms and conditions: (a) To be bound by and comply with the act, these rules, terms of probation, directives of the bureau, public policy of the state of Michigan, and any other local, state, and federal laws and regulations. . . .”

Bingo Rule 301(1)(a) states: “Bingo card’ or ‘card’ means a hard bingo card, disposable bingo card, or any other bingo card approved in writing by the bureau.”

Bingo Rule 312(2) states in part: “All of the following bingo equipment and games are authorized: . . . (h) Other equipment as approved in writing by the bureau and used in accordance with directives of the bureau. . . .”

Hall Rule 1004(1) states in part: “Upon the issuance of a hall license or the renting or allowing the usage of a licensed hall for the conduct of a licensed gaming event, the hall licensee agrees to all of the following terms and conditions: (a) To be bound by and comply with the act, these rules, terms of probation, directives of the bureau, public policy of the state of Michigan, and any other local, state, and federal laws and regulations. . . . (e) To not engage in any activity that implies or is a conflict of interest with the hall licensee’s duty to remain totally unassociated with the management of a licensed gaming event. . . . (g) To not exert any influence upon a bingo licensee’s choice of supplier. . . .”

This directive provides conditions and prohibitions regarding the use of electronic bingo card systems and minding devices by bingo licensees and establishes prohibitions regarding electronic bingo card systems for hall licensees.

### **DEFINITIONS**

1. “electronic bingo card minding device” (EBCMD) - a portable device that displays electronic images of bingo cards.
2. “electronic bingo card system” (EBCS) - the electronic bingo card minding devices, point-of-sale terminal, other support equipment, and software.

### **TERMS AND CONDITIONS**

3. A bingo licensee shall:
  - a. Only enter into an agreement for the use of an authorized EBCS with a supplier licensed by the bureau.
  - b. Only enter into an agreement for the use of an authorized EBCS that expires on the last day of February each year.

- c. Maintain a copy of any agreement for the use of an authorized EBCS in the licensee's game records.
- d. Utilize the EBCS to record all transactions relating to the sale or voiding of EBCMDs, admission fees, and hard cards or disposable cards sold at the door, unless approved otherwise in writing by the bureau. Floor sales of disposable cards may be recorded through the EBCS without prior written approval.
- e. Print and maintain with the game records, a Door Sales Report produced by the EBCS at the end of each bingo occasion.
- f. Ensure the EBCMD is connected to the EBCS prior to conducting any sale, void, or reload transaction.
- g. Immediately cease using the EBCS and notify the supplier upon discovery of any problem that affects the security of the EBCS or the integrity of the bingo game.
- h. Sell EBCMDs or paper at a discounted price only if the EBCS is programmed to account for the discounted item and price separately from those sold at the regular price.
- i. Maintain all supplier invoices for the use of an EBCS with the game records.
- j. Provide the player with a receipt for each sale conducted through the EBCS detailing the purchase. The receipt shall contain, at a minimum, the following information:
  - i. Unique non-resettable transaction number that is printed in continuous, consecutive order by license number.
  - ii. Serial number of the EBCMD issued or a comparable number that enables a bureau representative to determine which device was activated by the purchaser and the electronic bingo cards that were loaded onto the device and played for each game.
  - iii. Date and time the receipt was issued.
  - iv. Name of the licensee and license number.
  - v. Admission fee (if applicable).
  - vi. Description, quantity, purchase price, and total dollar amount of item(s) purchased.
- k. Void the original transaction and issue a new receipt if a player requests a partial or full refund. Additional purchases do not require voiding of the original transaction. Voided transactions shall be treated in the following manner:
  - i. Voided transactions shall be processed immediately.
  - ii. If the voided transaction involves an EBCMD, the EBCMD shall be connected to the EBCS to ensure all electronic bingo cards are erased or deactivated.
  - iii. The player must possess the receipt issued at the time of purchase.
  - iv. The word "VOID" must be clearly printed on the receipt.
  - v. The player shall write his or her name, address, telephone number, signature, and amount of refund on the back of the receipt or no partial or full refund may be issued.
  - vi. All voided receipts must be attached to the Door Sales Report printed at the end of each bingo occasion and maintained with the game records.
- l. Conduct any test transaction in the following manner:
  - i. The test transaction shall be the first transaction conducted for the bingo occasion.

- ii. The test transaction shall occur prior to the beginning of door sales.
- iii. The test transaction shall be voided immediately.
- iv. The chairperson shall sign the receipt and clearly indicate "TEST" upon the receipt.

### **GAME CONDUCT**

4. The bingo licensee must ensure that a player does not remove an EBCMD from the bingo premises and is physically present during the bingo occasion in order to utilize an EBCMD.
5. If a player using an EBCMD has the winning combination and numbers required to win the game, that player shall make the bingo known to a worker or caller as required by Bingo Rule 322(6) or 322(7).
6. The bingo licensee is not responsible for any bingo that cannot be verified due to EBCMD or EBCS failure.
7. The bingo licensee shall keep at least one EBCMD as a back-up in the event an EBCMD in play malfunctions.
8. If an EBCMD in play malfunctions, the bingo licensee shall reload the same cards to a back-up EBCMD.
9. If the EBCS malfunctions and is unable to record sales, a master control form must be completed and verification slips issued when hard cards are sold, an admission fee is charged, or bingo cards are discounted.
10. If the receipt printer malfunctions or printed receipts are not legible, manual receipts must be issued in accordance with number 3(j) of this directive.

### **HOUSE RULES**

11. House rules shall be in accordance with Bingo Rule 314 and shall contain the following information:
  - a. The refund or replacement policy if an EBCMD or the EBCS fails during the bingo occasion.
  - b. A statement that no person may purchase or utilize more than one EBCMD per bingo occasion.
  - c. A statement that an EBCMD may not be shared or exchanged among players.
  - d. A statement that players must display their receipts at all times during the bingo occasion.
  - e. A statement that the bingo licensee is not responsible for any bingo that cannot be verified due to EBCMD or EBCS failure.

### **PROHIBITIONS (BINGO LICENSEE)**

12. An EBCMD shall not be loaded with more than 54 bingo card faces per game.
13. An EBCMD may not be issued by a floor worker.
14. An EBCMD shall not be reserved or purchased for a player, except as provided by Bingo Rule 311.
15. An EBCMD may not be shared or exchanged among players.
16. An EBCMD shall not be used for the Michigan Progressive Jackpot Bingo Game.

- 17. The use of a player-owned EBCMD at a bingo occasion is prohibited.
- 18. Pre-loading of electronic bingo cards to an EBCMD prior to sale is prohibited.
- 19. The EBCS date, time, game program, pricing, transaction numbers, or transaction data shall not be changed by the bingo licensee.
- 20. A generic discount key on the EBCS is not allowed. An EBCS shall be programmed to account for discounted items separately from those sold at regular price.

**PROHIBITIONS (HALL LICENSEE)**

- 21. A licensed hall shall not:
  - a. Rent, lease, or provide free of charge an EBCS to a bingo licensee.
  - b. Be involved, in any manner, in a bingo licensee's decision to use an EBCS.
  - c. Be involved in the selection of an EBCS other than providing space, storage, electricity, and telephone access.

~~Suzanna Shkreli, Lottery Commissioner~~  
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Suzanna Shkreli, Lottery Commissioner

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Date