

# SCRATCH TICKET INVENTORY BEST PRACTICES



**"RECEIVED" TICKETS, NOT YET FOR SALE, SHOULD BE STORED OUT OF SIGHT AND IN A SECURED LOCATION.**

*(Locked Cabinet, Safe or Office)*



**PACKS ACTIVATED NEED TO BE ACCOUNTED FOR AFTER EACH SHIFT.**

*(Game number, pack number, and last ticket number sold from each bin)*



**AFTER HOURS, REMOVE EACH DRAWER FROM THE IN-COUNTER SCRATCH TICKET DISPENSER AND LOCK THEM IN A SECURE ROOM.**



**BE ALERT! DON'T TURN YOUR BACK OR LEAVE TICKETS ACCESSIBLE TO CUSTOMERS UNTIL THE PURCHASE IS COMPLETE.**

***STOLEN SCRATCH TICKET REPORT PROCESS ON BACK***