

### **Instructions for LE-35 Specials Report (Bingo Disposable Sheets)**

This form is used at every bingo occasion, not used for Progressive Bingo Cards/Sheets.

#### **Required Information**

1. Date of occasion.
2. Time of occasion.
3. For each game for which special sheets are sold, record the following information:
  - a. The name of the sellers of special sheets.
  - b. The number of special sheets issued to each seller.
  - c. The number of special sheets returned by each seller.
  - d. The amount of special sheets sold by each seller.
  - e. The cost of each special sheet.
  - f. The amount collected by each seller for sales of special sheets.
  - g. The total number of special sheets sold.
  - h. The total receipts for each game for which special sheets are sold.
  - i. The manufacturer's serial number for the special sheets issued for this game.
  - j. The manufacturer's serial number for the special sheets returned for this game.
4. The total number of special sheets sold for this bingo occasion.
5. The total receipts from the sale of special sheets for this occasion.

#### **Instructions**

1. Enter the date of the occasion.
2. Enter the current bingo-raffle license number.
3. Enter name of organization as shown on bingo-raffle license.

The next set of instructions are to be completed for each game. The information must be completed for each seller.

- a. Seller: enter the full name of each seller of specials.
  - b. Out: enter the number of sheets issued to each seller.
  - c. In: enter the number of sheets returned by each seller.
  - d. Sold: Subtract the number returned from the number issued to determine the number of sheets sold.
  - e. Sale amount: enter the cost of each sheet:
  - f. Cash: enter the amount each seller collected for sales (amount in bank minus amount in bank before sales started).
4. Totals: enter total number of sheets sold and total amount collected for each game.

Sheets in play for Special Games. For each game for which special sheets are sold:

- a. Enter the manufacturer's serial number for the sheets in play. The serial number is found in the top center of each bingo sheet.
- b. Enter the total number of sheets issued to sellers.
- c. Enter the total number of sheets returned unsold by sellers.
- d. Calculate and enter the total number of special sheets sold for the occasion.
- e. Enter the total cash received from the sale of special sheets.