

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
 OFFICE OF CHARITABLE AND REGULATORY PROGRAMS  
 DESTRUCTION OF UNUSED CHARITABLE GAMING SUPPLIES**

**GENERAL INSTRUCTIONS**

- A. Use this form to notify the Office of Charitable and Regulatory Programs of the destruction of unused charitable gaming supplies by the organization.
- B. Complete this form in its entirety and **do not leave any blanks.**
- C. **Type or print all information** and do not use a pencil. Place "N/A" if an item is not applicable.
- D. Ensure the form's certification is signed and dated by an authorized person from the organization.
- E. Unused charitable gaming supplies shall not be transferred to any organization for the purpose of conducting charitable gaming in the Commonwealth.
- F. Ensure the proper destruction of unused charitable gaming supplies.
- G. Retain a copy of this completed form with the organization's charitable gaming records.

**ORGANIZATION INFORMATION**

1. Organization Name: \_\_\_\_\_ OCG No.: \_\_\_\_\_

**UNUSED CHARITABLE GAMING SUPPLIES**

2.

Type of Paper	Unit of Issue	Quantity on Hand
<i>Example: Jackpot - 18on - Red, White and Blue</i>	<i>Sheet</i>	<i>200</i>

3.	Instant Bingo/Seal Card/Coin Boards Deal/Ticket Name	Form Number	Serial Number	Unit of Issue	Quantity on Hand

**CERTIFICATION**

I certify that the destruction of the unused charitable gaming supplies, as listed above, was conducted in accordance with the Charitable Gaming Statutes and Regulations.

**Method of Destruction:** \_\_\_\_\_

**Destruction by (Name and Position):** \_\_\_\_\_

**Date of Destruction:** \_\_\_\_\_

**Reason for Destruction:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
First Name                      Middle Initial                      Last Name

**Submit Completed Forms By:    Mail:** VDACS, Office of Charitable & Regulatory Programs  
 PO Box 1163, Richmond, Virginia 23218; or  
**Fax:** (804) 225-2666