

**TEXAS LOTTERY COMMISSION**  
**Scratch Ticket Game Closing Analysis**  
**SUMMARY REPORT**

**Scratch Ticket Information**

Date Completed

4/22/2025

Game #	2548	Confirmed Packs	10,975
Game Name	Luxe	Active Packs	3,214
Quantity Printed	6,070,220	Warehouse Packs	95,723
Price Point	\$50	Returned Packs	2,452
Start Date	3/4/2024	Printed Payout Percentage	77.99%
Top Prize	\$ 5,000,000	Percent Sold	62.22%
Number of Top Prizes Remaining	1	Number of Weeks Out	59

**Current Game Sales Analysis**TANGIBLE COSTS**Expenditure Impact:**

Cost to print tickets	\$ 977,589	Actual ticket production costs
Prize payout expense	\$ 148,882,600	Data from Instant Ticket Tier Liability screen in ES

**Estimated Direct Costs****\$ 149,860,189**TANGIBLE BENEFITS**Revenue Impact:**

Estimated sales	\$ 188,844,544	Based on # of tkts printed, times % sold from DaVinci report, times the price point
<b>Total Estimated Benefits</b>	<b>\$ 188,844,544</b>	

**Excess of Revenue over Expended \$ 38,984,356**INTANGIBLE POSITIVE BENEFITS:

- Allows for open bin space for new games at same price point with higher average weekly sales.
- Allows retailers to return inventory to TLC that is not selling thus releasing their financial burden

INTANGIBLE NEGATIVE BENEFITS:

- There are still valuable prizes remaining in this game.

Assumptions:

- Estimated sales revenue is calculated based on the number of tickets printed times the percent sold from the DaVinci report. The percent sold amount is based on pack settlements. Some partial packs could be returned thus slightly reducing the sales revenue amount reported above.

**Weekly Sales Comparison Information**

<u>Previous 3 Weeks Sales from DaVinci</u>		
Most recent week sales	\$	1,373,750
Next week	\$	1,501,550
Next week	\$	1,536,700
Avg Weekly Sales Current Game	\$	1,470,667
Avg Weekly Sales \$20; 10M-14.99M Qty*	\$	4,652,039
<b>Percentage Of Variance In Sales</b>		<b>68%</b>

**TEXAS LOTTERY COMMISSION**  
**Scratch Ticket Game Closing Analysis**  
**RECOMMENDATION AND APPROVALS**

**Instant Ticket Information**

Game #	2548	Printed Payout Percentage	77.99%
Game Name	Luxe	Actual Payout Percentage	78.84%
Percent Sold	62.22%	Number of Weeks Out	59
Average # of Weeks for 85% Sell-through for Same Price Point Game With Similar Print Run.*			37

\*No data available at the \$50, 5M-9.99M level so the \$20, 10M-14.99M level was used. Only one game at this level with 85% sell through.

**Recommendation**

☒ Based on the findings in this Summary Report, I am recommending closing the above game.

☐ I am recommending closing the above game based on the below business reason(s):

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4/23/2025

Scratch Ticket Strategy Coordinator      Date



For Will Russ

4/23/2025

Products Manager      Date

By signing below, I agree with the recommendation of the Products Department Staff to close the above game.



4/24/2025

Lottery Operations Division Director      Date



4/30/2025

Controller      Date



4/30/2025

Deputy Executive Director      Date

*Vacant*

Executive Director      Date



*Play the Games of Texas!*

Da Vinci Report

4/22/25

Week End Date:4/19/25

Product Line	Game	\$	Tix Run	Name	Start	Call	Close	Wks	% Sold	Confirmed	Active	Ware	Return	Net Sales			
														4/19/25	4/12/25	4/5/25	3/29/25
Mature	2518	\$50	7,928,240	500X LOTERIA SPECTACULAR	5/20/24			48	59.13%	24,931	6,428	126,124	17	\$4,393,300.00	\$4,308,150.00	\$4,459,250.00	\$4,318,000.00
	2599	\$50	4,161,240	COLOSSAL CASHWORD	11/18/24			22	42.14%	18,662	6,058	92,126	85	\$3,114,400.00	\$3,203,750.00	\$3,555,050.00	\$3,374,150.00
	2548	\$50	6,070,220	LUXE	3/4/24			59	62.22%	10,975	3,214	95,723	2,452	\$1,373,750.00	\$1,501,550.00	\$1,536,700.00	\$1,535,600.00
	2400	\$100	10,379,010	\$20 MILLION SUPREME	5/16/22			153	78.11%	7,456	1,885	139,377	133	\$1,222,800.00	\$1,175,000.00	\$1,359,900.00	\$1,324,700.00
	2588	\$100	5,243,580	\$400 MILLION MEGA BUCKS	2/5/24			63	66.06%	18,803	4,854	91,671	68	\$3,542,600.00	\$3,478,100.00	\$3,676,000.00	\$3,439,600.00
	2515	\$100	8,875,515	LOTERIA SUPREME	4/3/23			107	75.58%	24,077	6,066	109,647	113	\$3,999,200.00	\$4,106,100.00	\$3,946,400.00	\$3,767,600.00
Sold/Closing	2604	\$1	10,223,550	OH, SNAP!	11/4/24	5/4/25	6/18/25	24	85.86%	470	323	4,859	3,172	\$17,914.00	\$18,904.00	\$23,597.00	\$27,843.00
	2552	\$2	24,253,375	BREAK THE BANK	12/4/23	3/9/25	4/23/25	72	95.22%	33	4	33	2,743	-\$1,958.00	\$700.00	\$580.00	\$1,746.00
	2597	\$2	9,299,750	SPICY 9S	9/16/24	4/16/25	5/31/25	31	80.59%	1,678	1,503	8,228	562	\$142,268.00	\$162,934.00	\$179,478.00	\$168,072.00
	2601	\$2	5,962,125	VETERANS CASH	10/21/24	5/4/25	6/18/25	26	73.29%	2,529	1,725	4,937	825	\$141,314.00	\$154,018.00	\$146,652.00	\$154,186.00
	2605	\$3	6,089,375	WINTER WORDS	11/4/24	5/4/25	6/18/25	24	85.02%	649	312	1,136	4,132	\$29,007.00	\$43,287.00	\$55,707.00	\$53,025.00
	2579	\$5	9,733,350	COWBOYS	8/19/24	4/6/25	5/21/25	35	44.81%	290	253	65,839	3,204	\$6,100.00	\$49,450.00	\$90,580.00	\$117,980.00
	2540	\$5	7,186,500	HIGH ROLLER	8/5/24	3/9/25	4/23/25	37	52.41%	17	4	41,647	2,509	-\$9,350.00	\$2,425.00	\$3,145.00	\$10,475.00
	2580	\$5	5,504,925	HOUSTON TEXANS	8/19/24	4/6/25	5/21/25	35	59.34%	385	131	25,901	1,983	\$15,570.00	\$30,345.00	\$62,860.00	\$78,215.00
	2505	\$5	32,640,150	SUPER CASHWORD	6/5/23	4/6/25	5/21/25	98	92.11%	840	630	25,548	2,162	\$206,565.00	\$283,505.00	\$367,020.00	\$423,840.00
	2602	\$5	7,342,350	WILD SIDE	10/21/24	5/4/25	6/18/25	26	64.35%	2,045	1,927	26,533	1,799	\$240,790.00	\$256,860.00	\$335,535.00	\$323,905.00
	2511	\$20	25,214,400	MILLION DOLLAR LOTERIA	6/5/23			98	96.13%	12,709	2,351	20,739	52	\$1,452,640.00	\$1,432,640.00	\$1,513,780.00	\$1,442,520.00
	2479	\$50	8,214,280	CASH ROYALE	7/17/23	4/6/25	5/21/25	92	59.80%	1,107	365	157,964	1,247	\$298,200.00	\$378,650.00	\$541,200.00	\$598,200.00
	2536	\$50	4,135,520	MILLIONS CLUB	11/15/23	5/4/25	6/18/25	74	94.85%	3,902	1,658	157	1,107	\$764,300.00	\$816,700.00	\$968,200.00	\$994,550.00

Tier	Reference	Tier Value	Outstanding Tier Count	Outstanding Tier Amount	Tickets Paid	Amount Paid	Estimated Tickets Sold	Percent Paid	Last Date Cashed
1	1	\$50.00	291,391	\$14,569,550.00	467442	\$23,372,100.00	3,739,262.50	6160%	4/21/2025
2	2	\$100.00	29,015	\$2,901,500.00	46754	\$4,675,400.00	3,745,688.42	6171%	4/21/2025
3	3	\$100.00	57,887	\$5,788,700.00	93862	\$9,386,200.00	3,754,640.82	6185%	4/21/2025
4	4	\$100.00	144,589	\$14,458,900.00	234884	\$23,488,400.00	3,757,309.62	6190%	4/21/2025
5	0	\$200.00	11,677	\$2,335,400.00	18741	\$3,748,200.00	3,739,956.38	6161%	4/21/2025
6	0	\$200.00	32,674	\$6,534,800.00	53409	\$10,681,800.00	3,766,183.57	6204%	4/21/2025
7	0	\$200.00	32,626	\$6,525,200.00	53203	\$10,640,600.00	3,762,759.84	6199%	4/21/2025
8	0	\$200.00	19,233	\$3,846,600.00	31372	\$6,274,400.00	3,763,164.55	6199%	4/21/2025
9	0	\$500.00	1,942	\$971,000.00	3155	\$1,577,500.00	3,757,414.97	6190%	4/21/2025
10	0	\$500.00	17,369	\$8,684,500.00	28239	\$14,119,500.00	3,758,484.09	6192%	4/21/2025
11	0	\$500.00	13,573	\$6,786,500.00	21936	\$10,968,000.00	3,749,932.30	6178%	4/21/2025
12	0	\$500.00	11,586	\$5,793,000.00	18773	\$9,386,500.00	3,753,622.98	6184%	4/21/2025
13	0	\$1,000.00	211	\$211,000.00	300	\$300,000.00	3,563,729.94	5871%	4/17/2025
14	0	\$1,000.00	507	\$507,000.00	769	\$769,000.00	3,658,306.57	6027%	4/21/2025
15	0	\$1,000.00	1,231	\$1,231,000.00	1840	\$1,840,000.00	3,636,992.77	5992%	4/21/2025
16	0	\$1,000.00	204	\$204,000.00	298	\$298,000.00	3,603,437.37	5936%	4/21/2025
17	0	\$1,000.00	900	\$900,000.00	1387	\$1,387,000.00	3,681,414.58	6065%	4/21/2025
18	0	\$10,000.00	36	\$360,000.00	66	\$660,000.00	3,927,789.40	6471%	4/21/2025
19	0	\$10,000.00	21	\$210,000.00	31	\$310,000.00	3,618,785.00	5962%	4/18/2025
20	0	\$5,000,000.00	1	\$5,000,000.00	3	\$15,000,000.00	4,552,665.00	7500%	2/18/2025
Totals			666,673	\$87,818,650.00	1076464	\$148,882,600.00			

NO. OF TICKETS:	6,070,220	Minimum:	5,880,000	TEXAS LOTTERY COMMISSION					
NO. POOLS:	50.59	Maximum:	6,120,000	"LUXE" - GAME NO. 2548					
PACK SIZE:	20	PRIZE STRUCTURE							
PACKS/POOL:	6,000	18-May-23							
PACKS/GAME:	303,511								
6,000,000		\$50 TICKETS		\$303,511,000	REVENUE	PRIZE FUND	\$236,701,250	PAYOUT %:	77.99%

PRIZE LEVEL	PRIZE CODE	TIER CODE	GET:	# OF WAYS		ODDS OF 1 IN:	WINNERS IN 50.59 POOLS	WINNERS IN 20 (PER PACK*)	WINNERS IN 120,000 (Per Pool)	PRIZE COST	PERCENT OF PRIZE FUND **	VALIDATION TIER LEVELS
				TO WIN:	WIN:							
1	1	G	\$50	1	\$50	8.00	758,833	2.500	15,000.000	\$37,941,650	16.03%	LOW-TIER ****
2	2	G	\$100	1	\$100	80.11	75,769	0.250	1,500.000	\$7,576,900	3.20%	
3	3	G	\$50 x 2	2	\$100	40.00	151,749	0.500	3,000.000	\$15,174,900	6.41%	
4	4	G	\$50"2X"	1	\$100	16.00	379,473	1.250	7,500.000	\$37,947,300	16.03%	
5	0	M	\$200	1	\$200	199.56	30,418	0.100	600.000	\$6,083,600	2.57%	MID-TIER
6	0	M	\$50"2X" x 2	2	\$200	70.52	86,083	0.283	1,700.000	\$17,216,600	7.27%	
7	0	M	\$100"2X"	1	\$200	70.72	85,829	0.283	1,700.000	\$17,165,800	7.25%	
8	0	M	\$50 + \$50 + \$100	3	\$200	119.95	50,605	0.167	1,000.000	\$10,121,000	4.28%	
9	0	M	\$500	1	\$500	1,190.94	5,097	0.017	100.000	\$2,548,500	1.08%	
10	0	M	\$50"2X" + \$50"2X" + \$50 x 6	8	\$500	133.10	45,608	0.150	900.000	\$22,804,000	9.63%	
11	0	M	\$50"10X"	1	\$500	170.95	35,509	0.117	700.000	\$17,754,500	7.50%	
12	0	M	\$100"5X"	1	\$500	199.95	30,359	0.100	600.000	\$15,179,500	6.41%	
13	0	H	\$1,000	1	\$1,000	11,879.10	511	0.002	10.000	\$511,000	0.22%	HIGH-TIER
14	0	H	\$50 x 20	20	\$1,000	4,757.23	1,276	0.004	25.000	\$1,276,000	0.54%	
15	0	H	\$50"10X" + \$100"5X"	2	\$1,000	1,976.63	3,071	0.010	60.000	\$3,071,000	1.30%	
16	0	H	\$100 x 10	10	\$1,000	12,092.07	502	0.002	10.000	\$502,000	0.21%	
17	0	H	\$50"20X"	1	\$1,000	2,654.23	2,287	0.008	45.000	\$2,287,000	0.97%	
18	0	H	\$10,000	1	\$10,000	59,511.96	102	0.000	2.00000	\$1,020,000	0.43%	
19	0	H	\$50 x 8 + \$100 x 16 + \$500 x 12 + \$1,000 x 2	38	\$10,000	116,735.00	52	0.000	1.00000	\$520,000	0.22%	
20	0	H	\$5,000,000	1	\$5,000,000	1,517,555.00	4 ***	0.000	0.079075	\$20,000,000	8.45%	
						3.48	1,743,137	5.74	34,453.079	\$ 236,701,250	100.00%	100.00%
						3.4824						

Note:

"2X" = win DOUBLE the prize by revealing one (1) "2X" Play Symbol.

"5X" = win 5 TIMES the prize by revealing one (1) "5X" Play Symbol.

"10X" = win 10 TIMES the prize by revealing one (1) "10X" Play Symbol.

"20X" = win 20 TIMES the prize by revealing one (1) "20X" Play Symbol.

Consolidated odds are 1 in:	\$50	8.00	758,833	* Each of the following GLEPS will be used in approximately 25% of each pack of 20 tickets.
	\$100	10.00	606,991	** Numbers are rounded.
	\$200	24.00	252,935	*** This number of prizes is guaranteed delivery to the Lottery.
	\$500	52.07	116,573	**** The \$50 and \$100 prize levels are included in the GLEPS, programmed as G-Tiers and included in the Low-Tier file.
	\$1,000	793.80	7,647	
	\$10,000	39,417.01	154	
	\$5,000,000	1,517,555.00	4	
			1,743,137	

CALLOUT:	Not applicable for this game.
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# INTEROFFICE MEMO

Gary Grief, Executive Director      LaDonna Castañuela, Charitable Bingo Operations Director

## Payment Approval

December 16, 2023

The attached invoice(s) for service is being submitted for approval.

Vendor Name	Pollard Banknote Limited
P.O. Number (if applicable)	362-24-9010RL003
Tx Game #/ Name	#2548 Luxe
Draw #	

### Invoice Number:

8537239

### Invoice Amount:

\$978,194.05

sanction letter dated 12/12/23  
credit invoice applied #8537211

-\$600.00  
-\$5.52

### Total Amount

**\$977,588.53**

The above referenced invoice(s) have been reviewed and certified as proper, accurate and should be paid by the Texas Lottery Commission.

Dale Bowersock (Scratch Ticket Strategy Coordinator)

12/18/2023

Date

JB

12/18/2023

Will Russ (Products Manager)

12/19/2023

Date



Robert Tirloni (Lottery Operations Division Director)

12/20/2023

Date

Please return to Maria Perez in the Office of the Controller by

**December 26, 2023**



140 Otter Street  
Winnipeg, Manitoba  
Canada R3T 0M8  
Phone: (204) 474-2323  
Fax: (204) 453-1375

**INVOICE NO.: 8537239**

<b>Sold To:</b> Texas Lottery Commission P.O. Box 16630 Austin, TX 78761-6630 United States	<b>Ship To:</b> IGT Texas Distribution Center 8520 Tuscany Way Building #6, Suite 100 Attn: Texas Lottery Warehouse Rep Austin, Texas 78754 United States
<b>Terms:</b> Net 30 days after date of invoice	<b>Due Date:</b> January 12, 2024

Invoice Date	Order No.	Your Order	Customer No.
December 13, 2023	1206910		5008

**Order name:** LUXE #2548

**PO Number:**

Product Description	Quantity	Unit Price	Amount
Ticket Size 12 x 4	6,070,220	39.83 /M	241,776.86
Spectrum process applied to Scratch FX®	6,070,220	84.00 /M	509,898.48
Four colour process / Spectrum base graphics	6,070,220	12.00 /M	72,842.64
The Touchables: Soft Touch	6,070,220	5.28 /M	32,050.76
Integrated Overprints / Continuous Image	6,070,220	12.00 /M	72,842.64
Multiple Play Area	6,070,220	2.40 /M	14,568.53
Spectrum process applied to Scratch FX®	1	5,000.00 Ea	5,000.00
Inserts	1	29,214.14 Ea	29,214.14

Under unit price '/M' = price per thousand.

<b>Before Taxes:</b>	978,194.05 USD
<b>Freight:</b>	0.00
<b>Deposit:</b>	0.00
<b>Amount Due:</b>	978,194.05 USD

## Scratch Ticket Game Closing Analysis

08/28/22      Thru      08/31/24

### Average Number of Weeks for 85% Average Sell Through

Print Quantities	Price Point				Price Point				
	\$1	\$2	\$3	\$5	\$10	\$20	\$30	\$50	\$100
< 5M	None	None	None	None	*Week 27	None	None	None	None
5M-9.99M	*Week 22	Week 20	Week 13	Week 20	Week 22	None	None	None	None
10M-14.99M	*Week 15	*Week 28	None	*Week 48	None	*Week 37	None	None	None
15M-19.99M	Week 44	None	None	None	None	*Week 35	None	None	None
20M-24.99M	None	None	None	None	None	None	None	None	None
25M-29.99M	None	None	None	None	None	*Week 63	None	None	None
30M-34.99M	None	*Week 65	*Week 68	*Week 28	None	None	None	None	None
>=35M	None	None	None	*Week 52	*Week 54	None	None	None	None

### Average Weekly Dollar Sales at 85% Average Sell Through

Print Quantities	Price Point				Price Point				
	\$1	\$2	\$3	\$5	\$10	\$20	\$30	\$50	\$100
< 5M	None	None	None	None	\$1,295,512	None	None	None	None
5M-9.99M	\$386,976	\$781,096	\$1,232,303	\$1,696,811	\$2,627,029	None	None	None	None
10M-14.99M	\$649,617	\$620,682	None	\$1,077,365	None	\$4,652,039	None	None	None
15M-19.99M	\$350,256	None	None	None	None	\$8,401,824	None	None	None
20M-24.99M	None	None	None	None	None	None	None	None	None
25M-29.99M	None	None	None	None	None	\$6,794,150	None	None	None
30M-34.99M	None	\$783,971	\$1,222,418	\$4,625,724	None	None	None	None	None
>=35M	None	None	None	\$4,803,626	\$7,966,148	None	None	None	None

None = no games at this level with 85% sell through

\* only one game at this level with 85% sell through

Excludes Promotional Tickets

Unaudited - For Internal Use Only



**From:** [Gough, Riley](#)  
**To:** [Bowersock, Dale](#)  
**Cc:** [ProductsScratchTeam](#)  
**Subject:** RE: May Game Pre-call Recommendations  
**Date:** Tuesday, April 22, 2025 1:32:43 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

**CAUTION: This email originated outside the Texas Lottery's email system.  
DO NOT click links or open attachments unless you expect them from the sender and know the content is safe.**

Hi Dale,

No issues with the below list.

Thanks!  
Riley

**From:** Bowersock, Dale <Dale.Bowersock@lottery.state.tx.us>  
**Sent:** Tuesday, April 22, 2025 9:28 AM  
**To:** Gough, Riley <Riley.Gough@IGT.com>  
**Cc:** ProductsScratchTeam <ProductsScratchTeam@lottery.state.tx.us>  
**Subject:** May Game Pre-call Recommendations

**CAUTION: This email originated outside of IGT. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Riley,

Below are the game's I'm recommending for Pre-call in May.

Product Line	Game	\$	Tix Run	Name	Start	Call	Close	Wks	% Sold	Confirmed	Active	Ware	Return	Net Sales			
														4/19/25	4/12/25	4/5/25	3/29/25
	2608	\$5	7,163,625	\$100,000 FORTUNE	11/18/24			22	66.18%	4,631	2,867	20,525	2,394	\$392,700.00	\$424,800.00	\$513,730.00	\$541,685.00
	2594	\$5	11,251,950	\$200,000 LUCKY 7S	9/3/24			33	87.46%	4,821	3,025	9,267	67	\$579,060.00	\$622,685.00	\$681,420.00	\$707,920.00
	2606	\$5	7,344,000	25 DAYS OF WINNING	11/4/24			24	75.40%	1,486	698	11,556	8,702	\$83,000.00	\$98,365.00	\$123,750.00	\$159,290.00
	2607	\$10	6,012,600	HOLIDAY GOLD	11/4/24			24	75.08%	3,451	1,292	12,177	10,862	\$245,370.00	\$294,980.00	\$352,520.00	\$350,940.00
	2575	\$20	7,982,300	VIP MILLIONS	7/1/24			42	69.20%	10,317	3,377	82,260	69	\$978,040.00	\$1,060,100.00	\$1,145,240.00	\$1,094,020.00
	2561	\$30	7,080,625	MAXIMUM MILLIONS	4/1/24			55	54.73%	7,797	2,705	116,014	73	\$689,760.00	\$761,790.00	\$834,810.00	\$864,360.00
	2548	\$50	6,070,220	LUXE	3/4/24			59	62.22%	10,975	3,214	95,723	2,452	\$1,373,750.00	\$1,501,550.00	\$1,536,700.00	\$1,535,600.00
	2511	\$20	25,214,400	MILLION DOLLAR LOTERIA	6/5/23			98	96.13%	12,709	2,351	20,739	52	\$1,452,640.00	\$1,432,640.00	\$1,513,780.00	\$1,442,520.00

Close dates:

Pre-Call Date	Call Date	EOG Date	EOV Date
Friday, May 2, 2025	Sunday, June 1, 2025	Wednesday, July 16, 2025	Monday, January 12, 2026

Please let me know if you have any concerns.

Thanks,  
Dale Bowersock  
Scratch Ticket Strategy Coordinator  
Texas Lottery Commission

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**From:** [Russ, Will](#)  
**To:** [ManagersLO](#); [Products](#); [Leeper, Andrew](#)  
**Subject:** Will Russ - Signature Authority to Dale Bowersock, 4/22/25 and Wednesday, 4/23/25  
**Date:** Tuesday, April 22, 2025 2:52:34 PM

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I am out of the office the remainder of the day (Tuesday, April 22) and all day tomorrow (Wednesday, 4/23).

Dale Bowersock will have Signature Authority for Products. Please reach out to him if you need something approved.

Thanks,

**Will Russ | Products Manager | Texas Lottery®**  
1801 Congress Ave. | Austin, Texas | 78701  
Office 512.344.5386 [www.texaslottery.com](http://www.texaslottery.com)

**From:** [Rey, Sergio](#)  
**To:** [Bowersock, Dale](#); [Guarnero, Annika](#)  
**Subject:** RE: Game Closure Analysis - Signature Authority?  
**Date:** Wednesday, April 23, 2025 9:37:12 AM

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Hi, Dale. Myra let me know yesterday of your email, and we are coordinating all the delegations as fast as we can. All that to say, yes, you can move forward with Annika as the OC/CFO approver.

Thanks,  
Sergio

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**From:** Bowersock, Dale <Dale.Bowersock@lottery.state.tx.us>  
**Sent:** Wednesday, April 23, 2025 9:28 AM  
**To:** Rey, Sergio <Sergio.Rey@lottery.state.tx.us>; Guarnero, Annika <Annika.Guarnero@lottery.state.tx.us>  
**Subject:** Game Closure Analysis - Signature Authority?

I've got the game close analysis documents ready to route but I'm not sure who I'm routing them to in OC now. Is Annika signing these for the Controller position?

Dale

Executive Director Order No. 25-0130

Date: April 21, 2025



OFFICIAL ORDER  
*of the*  
EXECUTIVE DIRECTOR  
*of the*  
TEXAS LOTTERY COMMISSION

Pursuant to TEX. GOV'T CODE § 467.103, the Executive Director of the Texas Lottery Commission (commission) is charged with performing all duties required by the commission to administer the State Lottery Act and all laws under the commission's jurisdiction.

Division Directors. Pursuant to TEX. GOV'T CODE § 467.033, the Executive Director shall employ a director to oversee each division. The Division Directors are: Media Relations Division Director, Governmental Affairs Division Director, General Counsel, Enforcement Division Director, Human Resources Division Director, Information Technology Division Director, Lottery Operations Division Director, Chief Financial Officer, and Administration Division Director.

Deputy Executive Director. Pursuant to TEX. GOV'T CODE § 467.034, the Executive Director shall employ other persons necessary to carry out the purpose of the State Lottery Act and to administer all laws under the commission's jurisdiction in governing the agency. The Executive Director has determined the employment of a Deputy Executive Director (Deputy) is necessary for this purpose and the efficient operation of the agency.

Documentation of approvals. Documentation of the Executive Director's and/or the Deputy's actions in signing or acting on requests for approval hereunder, whether in electronic (email) format or on the form "Request for Executive Director's Action," will be maintained by Executive Administration per the agency's records retention schedule.

Delegation of authority. The Executive Director has determined that the furtherance of the efficient management and administration of the commission warrants delegating approval and/or signing authority relating to certain actions and responsibilities to the Deputy and to Division Directors as shown on the Approval/Signature Authority Guidelines (Attachment A).

Additionally, this Order provides for the delegation of authority of the Executive Director first to the Deputy, then to the Division Director level (or other management staff, as the

Executive Director deems appropriate), who may act as Executive Director in the absence of the Executive Director.

THEREFORE, IT IS ORDERED that the final approval authority for certain actions and responsibilities relating to the Texas Lottery Commission shall be delegated to the Deputy and Division Directors as shown on Attachment A.

IT IS FURTHER ORDERED that, in the event of the absence of the Executive Director, the Deputy shall act as Executive Director in all agency matters. In the event of the absence of both the Executive Director and the Deputy, the Executive Director or the Deputy shall designate by a separate order one of the Division Directors (or other management staff member) to act as Executive Director in accordance with the terms and provisions of this Order. The designated Division Director or other staff member shall be delegated authority to act as Executive Director in all agency matters or as otherwise provided in the order. If the Executive Director or Deputy is unable to designate a Division Director or other staff member to so act because of circumstances beyond their control, the order of designation shall be as follows:

1. Lottery Operations Division Director
2. Chief Financial Officer
3. General Counsel
4. Governmental Affairs Division Director
5. Administration Division Director
6. Information Technology Division Director
7. Enforcement Division Director
8. Human Resources Division Director
9. Media Relations Division Director

This Order supersedes all previous orders that delegated the Executive Director's authority.

IT IS FURTHER ORDERED that, notwithstanding the foregoing delegation of authority, this Order is not an exhaustive list of the Executive Director's authority to delegate and the Executive Director retains full authority to take further action as he deems appropriate.

ENTERED in Austin, Texas on this the 21st day of April, 2025.



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Ryan Mindell  
Executive Director

## ATTACHMENT A

## DELEGATED APPROVAL/SIGNATURE AUTHORITY GUIDELINES

Effective April 21, 2025

***NOTE: All matters requiring Executive Director approval/signature must have the prior approval/signature of the Deputy Executive Director.***

Contracts, Purchase Orders, Events, and Electronic Requisitions Under \$25,000	Governmental Affairs Division Director, Media Relations Division Director, Chief Financial Officer or Human Resources Division Director, for their respective division
Contracts, Purchase Orders, Events, and Electronic Requisitions Under \$50,000	Enforcement Division Director, Information Technology Division Director or General Counsel, for their respective division
Contracts, Purchase Orders, Events, and Electronic Requisitions Under \$75,000	Lottery Operations Division Director or Administration Division Director, for their respective division
Contracts, Purchase Orders, Events, and Electronic Requisitions under \$1 million	Deputy Executive Director
Contracts, Purchase Orders, Events, and Electronic Requisitions of \$1 million or more	Executive Director
Proprietary Purchase Letters	Deputy Executive Director

Invitation for Bids (includes Q & A)	Administration Division Director
Approval of Bids	Administration Division Director
Request for Proposals (posting)	Executive Director
Request for Proposals (Q & A and amendments)	Executive Director (for Lottery Operations and Services, Scratch Ticket Manufacturing and Related Services, and Advertising Services contracts) and Administration Division Director (for all other contracts)

**ATTACHMENT A**

Contract Amendments (including Business Subcontracting Plan)	Division Director who had authority to sign original contract, or Executive Director
Cost Benefit Analysis or Memo of Justification	Executive Director

***NOTE:*** *The Charitable Bingo Operations Division Director has signature authority for all contracts and purchase orders on behalf of the agency relating to the operation of the Charitable Bingo Operations Division.*

*TLC Purchasers sign the Purchase Orders as a ministerial act; but, the approval of the procurement itself and, therefore, approval of the signing of the Purchase Order is in line with the monetary approval thresholds noted above.*

*All proposed contracts must go through legal review before signature occurs.*

*All proposed purchase orders and contracts must go through Purchasing and Contracts.*

*All purchase requests must go through budget review before signature occurs.*

Budget Revisions/Adjustments (Interdivision)	Deputy Executive Director
Budget Revisions/Adjustments (Intradivision)	Division Director and Chief Financial Officer

***NOTE:*** *All budget revisions/adjustments must go through Budget Analyst review before signature occurs.*

Needs/Risk Assessments	Chief Financial Officer and Executive Director
Advance Payment of Goods or Services	Chief Financial Officer
Moving and Storage Expenses of State Employees	Executive Director
Lease Agreements	Executive Director
Application for and Use of Credit Card for Travel	Division Director
Fleet Management Charges	Administration Division Director
Facility closure memos (for building emergencies and Acts of God)	Deputy Executive Director

**ATTACHMENT A**

Records Disposal Approval (requests to dispose of agency records)	Deputy Executive Director
Membership Dues for Professional Organizations	Deputy Executive Director
Scratch Ticket Working Papers (including post executed changes)	Lottery Operations Division Products Manager, Lottery Operations Division Director and Deputy Executive Director
Scratch Ticket Game Closings (that are either less than 85% sold or being closed due to a business reason)	Lottery Operations Division Scratch Ticket Coordinator, Lottery Operations Division Products Manager, Lottery Operations Division Director, Chief Financial Officer, Deputy Executive Director and Executive Director
Final Proposed Fiscal Year Scratch Ticket Game Plan	Executive Director
Scratch Game Promotional Second-Chance Drawing Procedures	Deputy Executive Director
Scratch Ticket Reconstruction Requests (when more than ten consecutive tickets per pack are requested)	Executive Director
Cost Estimations for Advertising	Lottery Operations Division Director
Job Hires	Division Director for Hiring Recommendation  Chief Financial Officer and Human Resources Division Director for personnel actions
Job Hires for Division Director Vacancies	Executive Director, depending on the division reporting structure for Hiring Recommendation  Chief Financial Officer and Human Resources Division Director for personnel actions
Job Postings	Division Director, Human Resources Division Selections Coordinator, and Human Resources Division Director



**ATTACHMENT A**

Outside Employment Requests	Division Director and Human Resources Division Director
Employment Ads	Human Resources Division Director
Staggered Work Hours Requests	Division Director
Personnel Actions for Salary Adjustments	Division Director, Chief Financial Officer, Human Resources Division Director and Personnel Status Oversight Committee
Personnel Actions for Salary Adjustments for Division Directors and Deputy Executive Director	Chief Financial Officer, Human Resources Division Director, Deputy Executive Director and Executive Director, depending on the divisional reporting structure (Commissioners approve personnel actions for Charitable Bingo Operations Director and Executive Director)
Letters of Authorization (Changes to Payroll in USPS)	Chief Financial Officer
Recruitment and Retention Bonuses	Executive Director
Payments to:	
Lottery Operator	Lottery Operations Division Director
Advertising Vendor	Lottery Operations Division Director
Scratch Ticket Vendor	Lottery Operations Division Director
Drawings Audit Firm	Lottery Operations Division Director
Financial Audit Firm	Chief Financial Officer
Biennial Security Review Firm	Information Technology Division Director
Policy Changes	Executive Director and/or Commissioners (as provided in Policy P-002 Division of Responsibilities)
Directives	Executive Director
Procedures: Intradivision	Division Director
Procedures: Interdivision (2 or more affected divisions)	All applicable Division Directors and Deputy Executive Director

**ATTACHMENT A**

Letters to the Office of the Attorney General requesting an opinion regarding Open Records Requests	General Counsel
CAPPS Timekeeping Approvals/Time sheets for Directors (excluding direct reports to Commissioners)	Executive Director = Deputy Executive Director, General Counsel and Governmental Affairs Division Director  Deputy Executive Director = All other Directors
All Other CAPPS Timekeeping Approvals/Time Sheets	Division Director, Manager or authorized designee
Administrative Leave	Executive Director
Extended Sick Leave	Executive Director
Emergency Leave	Executive Director
Travel Requests – In State	Division Director
Travel Requests – Out-of-State	Division Director, Chief Financial Officer, Deputy Executive Director and Executive Director
Travel Vouchers – In State	Division Director
Travel Vouchers – Out-of-State	Deputy Executive Director
All Travel Requests & Vouchers for Directors	Deputy Executive Director
Funds Disbursement (physical checks and Electronic Funds Transfers):	
1. Prize Payment Checks	1. Executive Director
2. ACH Transactions for Prize Payments, Financial Institution Fees, and Tax Payments	2. Chief Financial Officer
3. Security Imprest Advances	3. Enforcement Division Director
Federal Tax Reports	Chief Financial Officer
Jackpot Estimate (Lotto Texas and Texas Two Step)	Chief Financial Officer, Lottery Operations Division Director, and Deputy Executive Director = Lotto Texas (up to \$20 million); Texas Two Step (up to \$2 million)

**ATTACHMENT A**

	Chief Financial Officer, Lottery Operations Division Director, Deputy Executive Director and Executive Director = All other amounts
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***NOTE:*** A representative from Lottery Operations and the Office of the Controller/Chief Financial Officer work together to propose a jackpot estimate before obtaining approval signatures from the listed directors.

Request for Internal Investigation	Executive Director with exception of Internal Audit Investigation
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***NOTE:*** Signators may appoint a designee with full signature authority to act on their behalf during their absence.