



Texas Alcoholic Beverage Commission Request for Approval of Computer Recordkeeping System

TRADE NAME _____ CLP NUMBER _____

STREET ADDRESS _____ CITY _____ ZIP _____

MAIL ADDRESS _____ CITY _____ ZIP _____

Approval is requested for the use of a computer recordkeeping system. A detailed explanation of the system is attached. The person listed below as Applicant may be contacted to review the proposed system or answer any questions concerning the system.

NAME _____ PHONE NUMBER _____

STREET ADDRESS _____ CITY _____ ZIP _____

MAIL ADDRESS _____ CITY _____ ZIP _____

List below all permits or licenses currently approved to utilize this system or who have filed a request for approval to utilize this system:

TRADE NAME	CITY	PERMIT NUMBER

Attach a supplemental list if additional space is needed

Applicant Signature and Title

This authorization is granted under the conditions of Section 5.51 of the Texas Alcoholic Beverage Code. If this statute or the listed conditions, instructions, or other requirements of this Commission are not complied with, this authorization may be revoked.

Approved: _____ Date: _____
Regional Audit Supervisor

INFORMATION AND INSTRUCTIONS

FORM C-310

The holder of any T.A.B.C. permit or license, which is required to maintain bookkeeping records for the Commission, may request to maintain those records on computer.

STATUTE REFERENCES

The Texas Alcoholic Beverage Code states:

"Sec. 5.51. BOOKKEEPING RECORDS. A permittee who holds a permit issued under Chapters 28 through 33 of this code may elect to keep all records required under this code on a machine bookkeeping system. A permittee who desires to use such a system must submit a written application for commission approval of the system before implementing the system..."

Texas Alcoholic Beverage Commission Rule 41.52(c)(1)(D) states:

"...a club using a business machine to maintain its membership records shall not be required to keep a well bound book if such machine provides such information as shall be required by the administrator, and is approved in writing by the administrator or his designee;"

CONDITIONS

Request for approval of a machine bookkeeping system must be made by the permittee, licensee, or an officer on a completed Form C-310 and forwarded for evaluation to the local regional audit office of the permittee or licensee making the request. A separate Form C-310 must be filed for each permit or license requesting approval of a system. The Form C-310 must be accompanied by a detailed explanation of the system for which approval is requested. Any systems approved will have to include, but not be limited to, the following characteristics:

1. The system must provide an auditable transaction trail.
2. The system must provide all records and information required by the Texas Alcoholic Beverage Commission Code and Rules.

INSTRUCTIONS:

1. Submit the original and two copies of this form to the appropriate Regional TABC Audit office for evaluation along with any documentation of records maintained.
2. If approved, the original form will be returned to the permit mailing address and the form should be kept on the licensed premises for inspection and audit purposes.
3. If a third party computer company is providing the record keeping software, a copy of the approved Form C-310 will be submitted to their business address for their files.