

## Raffle, Prizes, and Awards Request Form

<b>Unit Name:</b>  	<b>Unit Contact: ( Individual responsible to inquiries related to the raffle, prize, or award)</b> Name : Phone: Email:
<b>Proposed raffle start date:</b>  	<b>Proposed raffle end date:</b>  
<b>Proposed raffle drawing date:</b>  	<b>Name of the person presenting prizes/awards:</b>  
<b>Business purpose:</b>  	
<b>Description of the prizes or awards:</b>  	
<b>Value of the prize or award:</b>  	<b>Cost per ticket:</b>  
<b>Are the winnings over \$600?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Are the winnings over 300 times the price of the raffle ticket?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to <b>BOTH</b> , then submit the winners name, SSN, and address to Accounting for W2-G generation within 5 days after the drawing.	
<b>Name of employee(s) collecting cash</b>  	<b>Name of employee(s) making deposits</b>  
<b>Deposits are made:</b>  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly	<b>Name of employee(s) reconciling receipt, unsold tickets and cash:</b>  
Requesting Unit  Head Department Approval  Vice Chancellor, Finance and Operations/ CFO Approval	Signature/ Date  Signature/ Date  Signature/ Date

Note :  
 - Purchases will be conducted in accordance with the University Policy # 22307 Awards, Gifts & Prizes