

POLICY ON RAFFLES

Policy Statement

It is the policy of Seattle University to comply with the Washington State Gambling Act of [RCW 9A.02](#) ([9.46](#)) and the Washington State Gambling Commission ("WSGC") ([WAC 230-](#)

- e. Description of all prizes to be awarded. If the prize is a percentage of raffle gross receipts, a minimum prize must be disclosed.
- 6. Determining Winners: Ticket stubs from all raffle sales must be placed into a receptacle and selected randomly to allow an equal chance of winning.
- 7. Prizes: All prizes must be owned by the University before they are awarded to raffle winners. If the retail value of a prize is more than \$40,000, or if you will give away more than \$300,000 in prizes during the year, you must get prior approval from the WSGC. Please contact the Office of University Counsel at (206) 296-4320 for guidance and assistance.
- 8. Accounting and Local Taxes Raffle receipts must be separately identified in the general ledger with appropriate coding so the University can comply with local tax requirements. Raffle receipts should be coded using the general ledger object "4903036 Fundraising Bingo & Raffle." After coding receipts to this object, the sponsoring University department should notify the Controller Office and provide an expense account code where the related taxes can be charged. The current tax rate for Seattle taxes is 5%.
- 9. Filing Requirements and Schedule After the raffle, provide a copy of the completed [WSGC Raffle Recordkeeping Packet](#) to the Office of the Executive Vice President based on the filing schedule listed below. The University is required to submit quarterly reports to the WSGC for raffle sales.

1st Quarter	1/15 - 3/31	3/15
2nd Quarter	4/1 - 6/30	6/15
3rd Quarter	7/1 - 9/30	9/15
4th Quarter	10/1 - 12/31	12/15