

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

**MSU RAFFLE COVER LETTER**

This is a request for:

- Application for Raffle License (completed Michigan Lottery Raffle License Application is attached)
- Filing a raffle Financial Statement (completed State of Michigan financial statement is attached)

Description and purpose of Raffle:

List of prizes and fair market value (for tax purposes):

- Prize item(s) were donated (contact Jill Ostrander University Development 884-1028)

Unit holding raffle: \_\_\_\_\_

Unit contact person and campus address: \_\_\_\_\_

*Michigan State University Manual of Business Procedures Section 49 and the State of Michigan raffle rules have been reviewed and are understood. It is further understood that adherence to the foregoing procedures and rules is the primary responsibility of the Dean or Major Administrative Unit Administrator:*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Dean or MAU Administrator

Printed Name and Title \_\_\_\_\_

**ROUTE COMPLETED FORM AND ATTACHMENTS TO:** Office of Financial & Cost Analysis (394 Administration Bldg). Authorized signatures will be obtained on raffle paperwork and documents will then be returned to the unit.

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Office Use Only

1. Office of Financial & Cost Analysis \_\_\_\_\_  
Signature and Date
2. Office of the General Counsel (494 Admin Bldg) \_\_\_\_\_  
Signature and Date
3. Office of the President (Shari Walsh, 450 Admin Bldg): For authorized MSU executive signature.