

MSU RAFFLE/FINANCIAL STATEMENT CHECKLIST

Departments should use this checklist to make sure all rules and steps have been taken in the raffle application and financial statement process. This checklist **does not** need to be turned in with the routing of the application or financial statement. It is a work aid for the department holding the raffle.

RAFFLE LICENSE APPLICATION:

- Reviewed State of Michigan **and** University requirements and rules, and understand this process can take a minimum of 8 weeks
- Completed the pre-filled Charitable Gaming Division Raffle License Application located in the MBP, Section 49 Raffle Policy
- Completed the MSU Raffle Cover Letter
- Mailed/emailed the application and cover letter the MSU Office of the Controller – Tax Services.
- Received the application back from the central office with authorized signatures
- Requested a check from Accounting or otherwise obtained payment to send in for the license application fee.
- Mailed the application, supporting documents, license fee check to the State of Michigan Charitable Gaming Division
- Received a raffle packet from the State of Michigan Charitable Gaming Division containing raffle license and financial statement
- Display my raffle license and house rules during the raffle event. Keep proper documentation and gaming records as appropriate to complete the Financial Statement and in case of State of Michigan raffle inspection.

FINANCIAL STATEMENT:

- Completed the Financial Statement, which was provided to me in my raffle packet, this has the license number and bar code pre-filled by State of Michigan
- Completed the MSU Raffle Cover Letter
- Mailed/emailed the financial statement and cover letter to the MSU Office of the Controller – Tax Services
- Received the financial statement back from the central office with authorized signatures
- Mailed/emailed the financial statement to the State of Michigan Charitable Gaming Division