

# University of Alaska Anchorage

## ADMINISTRATIVE SERVICES MANUAL

### Policies and Procedures

Section ACT
Part Proced
Statement 10
Effective Date May 1, 1992

## *Games of Chance and Skill Permit Activities*

### Permit Location

The University of Alaska Anchorage permit for games of chance and skill is held in the office of the Vice-Chancellor for Administrative Services. The permit is for use by qualified university community groups and is intended to serve as a fund raising vehicle.

### Applicable Regulations

All activities held will be in conformance with Alaska Statute 05.15, AK Regulations 12 AAC 34 and 15 AAC 105, and UA Regulation 05.14.01. These statutes and regulations are available for review in the office of the Vice-Chancellor for Administrative Services.

### Use of Permit

University groups wishing to use the permit should complete the Application for Use of Games of Chance and Skill Permit (Appendix 10) and forward it to the office of Administrative Services. Financial record keeping (including disposition of net proceeds from the gaming activity) and award recipients' lists required for the Internal Revenue Service will be the responsibility of the user and must be forwarded to the office of Administrative Services within 60 days after the activity.

### Use Fee

To offset administrative costs, groups using the permit will be charged a \$20 use fee plus 5% of the gross proceeds of the activity.

Prior to approval for use of the permit, groups will need to submit the following information (on Application for Use of Games of Chance and Skill Permit (Appendix 10)):

1. An outline of the procedures for conducting the activities including the date of prize drawing(s), and the intended disposition of the net revenue
2. The date(s) of the activity
3. An itemized budget which includes projected gross revenue and expenses
4. A list of prizes, their cost to the organization, and their retail value
5. A draft sample of the stubbed tickets to be used. All raffle/lottery tickets and stubs must:
  - Be serially numbered
  - Contain your organization's name
  - List all prizes
  - List the date, time, and locations of all prize drawings
  - List the permit number (furnished by Administrative Services when approval is granted)
6. Name, address, and telephone number of the person from your organization in charge of the program

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7. Suggested account number to be used for all deposits and expenses (The account number may be assigned **after** the activity has been approved)
8. The department account number that will cover any deficits

### Reporting Requirements

Within **two** weeks after the activity has taken place; submit to the Vice Chancellor for Administrative Services a final report that is to include:

1. The financial report for the program. The report should contain both budgeting and actual expenses and revenue
2. Signed receipts that the prizes were accepted by the winners (Appendix 11).
3. Copies of deposit receipts for all revenue
4. Receipts/invoices for all expenses (the only expenses that may be incurred or paid in connection with an activity under the permit are goods, wares, and merchandise necessary for the operation of the activity)
5. An actual ticket as printed
6. A JV equal to \$20 plus 5% of the **gross** revenue

### Follow-Up Report

State law requires that the net revenue earned from the use of the permit be expended **within one year** after conclusion of your activity and that the expenditures be for the purpose approved.

Submit to the Vice-Chancellor for Administrative Services a statement explaining when and how the net revenue was spent.

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## Gaming Application

Application for Use

Games of Chance and Skill Permit

Organization: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Use: \_\_\_\_\_ Raffle \_\_\_\_\_ Lottery \_\_\_\_\_ Other

For raffle/lottery: Number of tickets to be printed: \_\_\_\_\_

Outline of Event (location, location of sales, date of drawings, who will sell the tickets, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Revenue will be used for (specific use): \_\_\_\_\_

\_\_\_\_\_

Date (s) revenue will be used: \_\_\_\_\_

Account number that all funds will be deposited to and all expensed will be paid from:

\_\_\_\_\_ - XXXX \_\_\_\_\_ (All revenue will be deposited into object code 9871)

Department account number to cover any deficit: \_\_\_\_\_ - XXXX \_\_\_\_\_

### Tentative Budget

<u>Expenses</u>		<u>Income</u>	
Advertising	_____	Sales	_____
Printing	_____	Admission	_____
Prizes	_____	Other	_____
Postage	_____		_____
Other	_____		_____
<b>Total</b>	_____	<b>Total</b>	_____

**Projected net:** \_\_\_\_\_

Prizes to be awarded (may be submitted as an attachment): \_\_\_\_\_

\_\_\_\_\_

Signature of person in charge: \_\_\_\_\_ Date: \_\_\_\_\_

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## *Prize List and Winner Information*

Page \_\_\_\_\_ of \_\_\_\_\_  
(Make additional copies, if necessary)

Prize: _____	Winner's name (print): _____
Cost: _____ Retail value: _____	Winner's signature: _____
Date: _____	Soc. Sec #: _____
Winner's Address: _____	
_____	

Prize: _____	Winner's name (print): _____
Cost: _____ Retail value: _____	Winner's signature: _____
Date: _____	Soc. Sec #: _____
Winner's Address: _____	
_____	

Prize: _____	Winner's name (print): _____
Cost: _____ Retail value: _____	Winner's signature: _____
Date: _____	Soc. Sec #: _____
Winner's Address: _____	
_____	

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