Student organizations wishing to have a raffle (game of chance) as an event are required to have a gambling license issued by the Iowa Department of Inspections and Appeals (DIA). The University purchases a two-year gambling license. Student organizations may use the University’s gambling license with the following conditions:

A UNI employee selected by the student organization must be present at the time of the drawing.

The selected UNI employee must deliver the funds to Pam Creger at Student Life & Event Services (Maucker Union 111) the day of the event to be deposited in a University account. If the event is held outside of business hours, the selected UNI employee must deposit the funds in the nightly deposit box on the East side of Gilchrist Hall immediately following the event. Call Public Safety (319-273-2712) to be escorted to the nightly deposit box, if you desire. Enclose the Night Deposit Form with your deposit. Notify Pam of the amount and she will process the electronic deposit for the cashiers. The cashiers will match the electronic deposit to the funds you deposit in the nightly deposit box.

Student organizations should contact Pam Creger to inquire about using the University’s gambling license. There is a fee to use the University’s gambling license. Sales tax must be collected to be paid to the State; the tax is calculated against funds deposited.

**PLEASE READ THE FOLLOWING STEPS AND THEN CLICK ON REQUEST FOR NEW ACCOUNT OR APPLICATION, AS APPROPRIATE, TO BEGIN THE PROCESS:**

STEP ONE: Do you have a University account number to use for all your transactions for the raffle? If not, please complete the [Request for New Account](https://obo.uni.edu/accounting-reporting/accounts) form and submit to Financial Accounting & Reporting (122 Lang Hall).

STEP TWO: Once you have a University account, complete the [Gambling License Application Form](https://obo.uni.edu/sites/default/files/documents/application_august_2018_fillable_form.pdf) and forward it to Pam Creger at Student Life and Event Services (111 Maucker Union) or [pamela.creger@uni.edu](mailto:pamela.creger@uni.edu). Please read the rules listed on the application. If your prize is valued over $100, please complete the top portion of the W-9 and then have the recipient complete the W-9 before giving them their prize. Forward the W-9 to Pam.

STEP THREE: Your application will be reviewed and if approved you will receive a copy of the University gambling license by e-mail to post during your ticket sales and at your event.

STEP FOUR: The University account number you have supplied will be charged for the license fee by journal entry. ($15 for a 14-day license and $40 for a 90-day license, longer licenses may be discussed.)

STEP FIVE: The UNI employee you have designated will take the raffle money to Pam Creger at Student Life and Event Services (111 Maucker Union) to be deposited. If after business hours, the UNI employee will deposit the money in the nightly deposit box on the East side of Gilchrist Hall. Call Public Safety (319-273-2712) to be escorted to the nightly deposit box, if you desire. Enclose the Night Deposit Form with your deposit. Contact Pam the next morning with the amount of raffle income and she will process an electronic deposit for the cashiers.

STEP SIX: The sales tax on the raffle proceeds will be calculated at the end of the month and deducted from the University account.

STEP SEVEN: If you need a Request for Payment to withdraw funds from your account, Pam will be able to assist you with that also.

STEP EIGHT: Click [here](https://dia.iowa.gov/food-consumer-safety/social-and-charitable-gambling) for the Iowa Department of Inspections and Appeals rules on Social and Charitable Gambling.