

**Request for University Support of Prize Program**

Prizes may be awarded from University funds if supported by a valid University purpose and with the approval of the Department Head/Director. Please complete the information below to document the purpose, compliance with relevant regulations, and required approvals. This form is not for use with academic or research awards.

**NOTE:** Prize programs that meet the Pennsylvania definition of gambling are unallowable and may not receive any form of University support. See the information below and on Page Two for additional information regarding allowable prize programs.

**Description of contest/program requiring prize:**

**Description of prize(s) awarded:**

**For completion by Department Head/Director prior to implementation of the prize program :**

Pennsylvania law considers prize programs that meet all of the following criteria to be illegal gambling:

- 1) The payment of consideration or fee (including requirement that participant be present to win)
- 2) For a chance to win a prize (cash, property or other special advantage)
- 3) The winner of which is determined by chance

Check either A or B:

\_\_\_ (A): The contest format selected from list of approved Prize Program Options (see Page 2), supports the University's mission and is an allowable expense for the Index charged

\_\_\_ (B): The contest format supports the University's mission and is an allowable expense for the Index charged but the format does not meet the test of the approved Prize Program Options (see Page 2) and therefore must be reviewed by the Controller's Office

Dept Head/Director Signature: \_\_\_\_\_

Compliance reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature by Controller's Office staff or attach email or other evidence of review)

**For Completion by Financial Manager/Authorized Signer after prizes have been awarded:**

If prizes are gift cards (any dollar amount) or cash (any dollar amount) or non-cash prizes valued over \$25, a list of Prizewinners (including name, LIN, email address, and value of prize) was sent to:

\_\_\_ Payroll Office (winner is a LU employee)      **OR**      \_\_\_Accounts Payable (winner is not a LU employee)

Any mandatory tax withholding from non-cash prizes may be charged to the following Index: \_\_\_\_\_

Departments also have the option of electing to pay the tax withholding on cash prizes, circle: YES or NO

\_\_\_\_\_  
Financial Mgr/Authorized Signer Name

\_\_\_\_\_  
Financial Mgr/Authorized Signer Signature

\_\_\_\_\_  
Date

**WHEN PURCHASING PRIZES, ATTACH COMPLETED FORM TO ANY OF THE FOLLOWING: ADVANCE SETTLEMENT, PAYMENT APPROVAL, REIMBURSEMENT REQUEST, OR ONECARD RECEIPTS**

## PRIZE PROGRAM COMPLIANCE WITH PA GAMBLING LAW

From time to time, student organizations and departments may consider offering contests and prizes in order to encourage participation in a campus program or as part of a student entertainment event. University policy governs all decisions regarding the appropriate use of University resources to support such programs. State and federal regulations govern the way in which prize programs can be conducted and reported. Prizes may be awarded to University employees and students if supported by a valid institutional purpose and with prior approval.

As a guideline for groups considering a prize program, the following structures may be offered to Lehigh students, faculty and staff in compliance with the terms of the Pennsylvania Gambling Law. Please note that under all structures, tax reporting/remittance may be required.

- 1) Prizes for winning a game of skill. Participants must not make a financial contribution to “the prize pool”.

For example:

- video games
- board games
- trivia contests
- free-throw contests
- “Minute to win it” types of contests

Please note that poker, Texas hold’em, and other card games are considered by PA courts to be predominately chance, not skill. However, they can still be done provided that there is no entry fee or “buy in” to participate.

- 2) Door prizes or raffles for attendees/participants in a program. Participants must not be required to purchase a chance to win and do not need to be present to win.

For example:

- a prize for the 100<sup>th</sup> customer
- to encourage/thank participants for attendance at an event, all attendees receive a ticket and name(s) is/are randomly selected at the end of the program to win a prize
- to encourage/thank participants for completing a survey, participant(s) names is/are randomly selected at the conclusion of the survey to win a prize (no purchase required)

## PRIZE PROGRAMS THAT ARE NEVER ALLOWABLE

- 1) Bingo
- 2) Sporting (football, basketball, etc) pools that require a financial contribution
- 3) Any game of chance or contest that that is not based upon skill and requires a financial contribution to participate

## OTHER PRIZE PROGRAMS

If you are considering a prize program that does not meet one of the descriptions above, please contact the University Controller for additional information before initiating the program.