

Third Party Receipting/Crowdfunding

Follow Washington State Auditor's guidance for [Third Party Fundraising](#)

- Does your district allow Third Party Receipting or Crowdfunding? Not every district allows.
- Has your district business office been notified? Contact your business office before proceeding.
- Will money go directly to the District's Washington state bank intact, within 24 hours? RCW 39.58.080?
- Intact means gross sales are going to the district account and a transaction fee or processing fee is not deducted by the vendor.
- Any fee the vendor charges for the service must be invoiced separately and not deducted from sales revenue.

Third Party Receipting – Contract Terms

When you enter into a contract be sure to include:

- Payment remittance process – Setup a bank merchant account for revenue to go directly to district bank account.
- Is the receipting system in compliance with Payment Card Industry (PCI) requirements?
- Will you have access to sales data and reporting functions? Is it sorted by event?
- What hidden terms are in the contract? Don't agree to advertising and promotional items if your district doesn't allow.

Third Party Receipting – Contract Terms

Things to think about:

- Be sure you know how much the company will charge for their fee. This can be as much as 20 – 30% of the profits.
- Are email addresses protected or do they sell them to other companies?
- Who is the authorized signer for the district? Usually the Superintendent or Designee. Normally, this is not the Athletic Director or Principal. Check board policy or ask your district office.
- It is not advised to sign a multi-year contract
- Keep a copy of the contract and have on file for future audits.

Please note....

While WASBO communicates with third party receipting companies to help them understand Washington State laws, and with school districts to share guidance, WASBO does not endorse any third party receipting companies.

The district must do their due diligence to make sure the company meets compliance and board policy allows third party receipting.