

SCHEDULE D: EXPENDITURES

MUST BE TYPED OR PRINTED LEGIBLY IN INK

REPORTING PERIOD: _____ THROUGH: _____

***DO NOT INCLUDE REPAYMENT OF LOAN PRINCIPAL OR DISPOSITION OF FINAL SURPLUS FUNDS ON THIS SCHEDULE

PAGE: _____ OF _____

FULL NAME OF CANDIDATE, CANDIDATE'S COMMITTEE OR POLITICAL COMMITTEE

<u>COLUMN 1</u> PERSON OR COMPANY PAID MAILING ADDRESS OF PAYEE INCLUDE ZIP	<u>COLUMN 2</u> ITEM OR SERVICE	<u>COLUMN 3</u> NAME OF PERSON AUTHORIZING EXPENDITURE	<u>COLUMN 4</u> DATE OF EXPENDITURE	<u>COLUMN 5</u> AMOUNT PAID
FILER IS SUBJECT TO PENALTIES IF ALL INFORMATION REQUIRED ON THIS FORM IS NOT GIVEN.				TOTAL THIS PERIOD [ENTER ON LAST PAGE OF SCHEDULE D AND ON LINE 9 OF SCHEDULE G.]

Instructions for Completing this Form *Schedule D: Expenditures*

This schedule is to be used when reporting disbursements of Committee funds.

REQUIRED INFORMATION

Page Count: Report the page number and the total number of Schedule D's being included with the report that you are filing (e.g. Page 2 of 4).

Column 1: Report the full name of person or company paid and the complete mailing address of payee (including zip).

Column 2: Report the description of the item or service purchased.

Column 3: Report the name of the individual who authorized the expenditure.

Column 4: Report the date the expense was incurred.

Column 5: Report the amount of the expenditure.

Total This Period: Add the total amount of expenditures shown in Column 6; and if more than one page is needed, report the amount on the last page of Schedule D.

Other Expenditure Reminders

- § Expenditures should be listed in chronological order.
- § The item or service purchased must be described in sufficient detail to inform the reader of the purpose of the expenditure (e.g. fund-raising expense, travel, payroll, printing and mailing).
- § Avoid vague or incomplete descriptions such as "expenses."
- § Credit Card payments must be itemized.