

Expense Report Cover Sheet

Please contact the Election Commissioner at tamuelection@gmail.com for questions.

Name: _____ Class: _____

All Finance forms are due by **5:00pm on Wednesday, February 28th**. Forms must be submitted to the "Finance Form Submission" form found at election.tamu.edu. Forms are not considered submitted and received until the submitting candidate receives a confirmation email that includes a copy of the document that they submitted.

Candidate for position of: _____

Senate Caucus if applicable: _____

Budget for Office: \$ _____

Total of Sections A, B, and C: \$ _____

I, the candidate, assume responsibility for all campaign finance forms. I understand that failure to adhere to campaign rules can result in penalties ranging from fines to disqualifications. I have read all instructions and am submitting this form under the Aggie Honor Code.

Signature: _____

Expense Report Checklist

- Do you have a complete **cover sheet** filled out with?
- Do you have a completed **Section A: Purchases with Receipts** if applicable? (*The name of every vendor you made a purchase from, physical numbered receipts, and \$ total should be included.*)
- Do you have a completed **Section B: Donated Materials or Materials without a Receipt** if applicable, along with your **Fair Market Value Form**?
 - Fair Market Value Form
 - Two vendors listed and their respective prices for your item that are located in the **Bryan/College Station** area
 - Average all three prices; that is the price used on Section B
- Do you have a completed **Section C: Fines** - ONLY IF you received any fines
 - If you have not received any fines, please leave it blank but still include it

Is everything filled out and double checked? Please don't forget receipts and/or Fair Market Value Form.

Instructions for Expense Report

SECTION A: Purchases with a receipt

- **Receipt Number:** Submit receipts in sequential order and number them according to the order they are listed in Section A. Write the receipt number on the physical receipt.
- **Name of Vendor:** Write the name of the store from where you made the purchase.
- **Total on Receipt:** Write the total that appears on the receipt (including taxes). If additional items were bought on receipt, please **highlight or mark** the purchases used for campaigning, otherwise, all items on receipt will be treated as campaign material.

****Attach ALL physical receipts to a separate piece of paper and include with expense report****

SECTION B: Donated materials or materials without a receipt

- **Description of Item:** Write what you purchased. Your description should match one of the descriptions on the **Fair Market Value Sheet**. The Fair Market Value Sheet can be found at election.tamu.edu.
- **Quantity:** Write the quantity of the material you purchased.
- **Price Per Unit:** Divide the total price paid by quantity to find price per unit.
- **Pre Tax Total:** Price of material before tax.
- **Total:** Total amount spent on material.

SECTION C: Fines (You will be emailed if you have received a fine)

- **Date:** Record the date you were notified of receiving the fine from the Election Commissioner.
- **Violation:** Briefly explain the reason for the fine.
- **Fine Amount:** Record the cost of the violation.

****All fines are considered an expense. Please budget accordingly.**

SECTION A

Receipt #	Name of Vendor on Receipt	Total on Receipt
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		

Total of all receipts in Section A: \$ _____

SECTION B

	Description of Item	Quantity	Price Per Unit	Pre-Tax	Total \$
1				Total-	
2				\$	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					

Total of all items in Section B: \$ _____

SECTION C

	Date of Violation Received	Violation	Fine Amount \$
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Total of all fines in Section C: \$ _____

(Leave blank if you have not received any fines)