

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.