

DASB Senate General Election 2012-2013

Expenditure Report

Coalition: Coalition Name (or Individual Candidate Name)

May XX, 20XX

• **Section 1: Expenses with receipts**

Date & Time	Item Description	Buyer Name	Store	Amount
04/29 14:38	2 white poster board packs, 1black poster pack	AAA	Office Depot	15.26
04/30 16:35	5 blue tapes	BBB	Home Depot	25.84
04/30 19:13	8 metal color markers	CCC	Target	5.40
05/01 16:09	1 banner paper roll, 2 brushes. 1 wrap	DDD	Michaels	20.17
05/01 18:47	Ink for Epson printer		Target	18.56
05/01 20:43	B&W photocopy Qty: 50 sheets		FedEx Office	5.46
05/01 21:22	6 blue tapes		Home Depot	19.47
05/01 22:25	B&W photocopy Qty: 100 sheets		FedEx Office	10.93
05/02 00:33	B&W photocopy Qty: 265 sheets		FedEx Office	28.96
05/02 00:37	B&W photocopy Qty: 169 sheets		FedEx Office	18.47
05/02 00:33	2 glue sticks		Staples	5.44
05/02 16:12	6 2-inch blue tapes		Home Depot	36.02
05/04 11:41	2 white poster board pack, 4 markers		Office Depot	18.87
05/04 13:24	2 shirt printing packs		Michaels	21.83
05/04 13:27	16 shirts		Michaels	43.70
05/04 13:39	Card stock paper Qty: 100 sheets		FedEx Office	31.68
05/07 16:06	72CT Paper		Target	4.17
05/09 15:38	Color & BW printing Qty: 75 sheets		Staples	22.47
05/09 15:39	1 white poster board pack		Staples	5.45
05/10 14:52	B&W photocopy Qty: 240 sheets		Staples	20.98
05/10 15:18	B&W Photocopy Qty: 402		Staples	35.13
05/12 14:08	B&W photocopy Qty: 240		Staples	20.98
Total				435.24

B&W photocopy cost 10 cents each.

Color photocopy cost 45 cents each.

10 poster boards in each poster pack.

• **Section 2: Donated Materials**

- 8 Sharpie markers donated by AAA cost approximately \$8.19

- Printing some color photos by BBB's printer cost approximately \$9.00 (20 sheets @ \$0.45)

- Ladder borrowing from CCC cost approximately \$10/day

Note and Tips:

- Budget the expenses in advance and record expenses when they incurred (when you buy material or receive a donation). Do not wait until the end to add the expenses all together at one time to eliminate the chance of going over the fixed budget.
- Donated material cost shall be realistically estimated using department store price or Internet price.
- Borrowing or renting a ladder (equipment) to use for posting material shall be counted as a campaign expense.
- The list the expenses AND receipts submitted should be in date and time order.
- Make sure to include buyer names in the list for reimbursement.

SAMPLE