

**DASB Senate General Election**

**Expenditure Report**

**Coalition: Coalition Name (or Individual Candidate Full LEGAL Name)**

**February/March XX, 20XX**

- The list of expenses AND receipts submitted should be in order by the buyers last name, then date and time.
- Make sure to include buyer's **full LEGAL names** in the list for reimbursement.

**Section 1: Expenses with Receipts**

| <b>Buyer Name<br/>(Full LEGAL Name)</b> | <b>Date</b> | <b>Time</b> | <b>Store</b> | <b>Item Descriptions<br/>(One (1) Receipt Per Row)</b> | <b>Amount</b>   |
|---|-------------|-------------|--------------|--|-----------------|
| John Adams                              | 1/29        | 14:38       | Office Depot | 2 white poster board packs, 1black poster pack         | 15.26           |
| John Adams                              | 1/30        | 16:35       | Home Depot   | 5 blue tapes   | 25.84           |
| Jane Boone                              | 1/30        | 19:13       | Target       | 8 metal color markers                                  | 5.40            |
| Jane Boone                              | 2/01        | 16:09       | Michaels     | 1 banner paper roll, 2 brushes. 1 wrap                 | 20.17           |
| Tom Card                                | 2/01        | 18:47       | Target       | Ink for Epson printer                                  | 18.56           |
| Tom Card                                | 2/01        | 20:43       | FedEx Office | B&W photocopy Qty: 50 sheets                           | 5.46            |
| George Dun                              | 2/01        | 21:22       | Home Depot   | 6 blue tapes   | 19.47           |
| Stephanie Erl                           | 1/29        | 22:25       | FedEx Office | B&W photocopy Qty: 100 sheets                          | 10.93           |
| Stephanie Erl                           | 2/02        | 00:33       | FedEx Office | B&W photocopy Qty: 265 sheets                          | 28.96           |
| Stephanie Erl                           | 2/05        | 00:37       | FedEx Office | B&W photocopy Qty: 169 sheets                          | 18.47           |
| Stephanie Erl                           | 2/08        | 00:33       | Staples      | 2 glue sticks  | 5.44            |
| Stephanie Erl                           | 2/10        | 16:12       | Home Depot   | 6 2-inch blue tapes                                    | 36.02           |
| Daphne Hun                              | 2/08        | 11:41       | Office Depot | 2 white poster board pack, 4 markers                   | 18.87           |
| Daphne Hun                              | 2/09        | 13:24       | Michaels     | 2 shirt printing packs                                 | 21.83           |
| Bob Lamb                                | 1/29        | 13:27       | Michaels     | 16 shirts  | 43.70           |
| Bob Lamb                                | 2/04        | 13:39       | FedEx Office | Card stock paper Qty: 100 sheets                       | 31.68           |
| Bob Lamb                                | 2/07        | 16:06       | Target       | 72CT Paper   | 4.17            |
| Danielle Rin                            | 2/01        | 15:38       | Staples      | Color & BW printing Qty: 75 sheets                     | 22.47           |
| Danielle Rin                            | 2/05        | 15:39       | Staples      | 1 white poster board pack                              | 5.45            |
| Danielle Rin                            | 2/10        | 14:52       | Staples      | B&W photocopy Qty: 240 sheets                          | 20.98           |
| Danielle Rin                            | 2/10        | 15:18       | Staples      | B&W Photocopy Qty: 402                                 | 35.13           |
| Danielle Rin                            | 2/12        | 14:08       | Staples      | B&W photocopy Qty: 240                                 | 20.98           |
|   |             |             |              | <b>Total</b>   | <b>\$435.24</b> |

B&W photocopy cost 10 cents each.  
 Color photocopy cost 45 cents each.  
 10 poster boards in each poster pack.

**Receipt Totals:**

| <b>Buyer Name<br/>(Full Legal Name)</b> | <b>Amount</b>   |
|---|-----------------|
| John Adams                              | 41.10           |
| Jane Boone                              | 25.57           |
| Tom Card                                | 24.02           |
| George Dun                              | 19.47           |
| Stephanie Erl                           | 99.82           |
| Daphne Hun                              | 40.70           |
| Bob Lamb                                | 79.55           |
| Danielle Rin                            | 105.01          |
| <b>Total</b>                            | <b>\$435.24</b> |

**Section 2: Expenses without Receipts or Donated Materials**

1. 8 Sharpie markers donated by John Adams, cost approximately \$8.19
2. Printing some color photos by George Dun’s printer, cost approximately \$9 (20 sheets @ \$0.45)

**Total of Items without Receipts or Donated Materials: \$17.19**

**Section 3: Grand Total**

| <b>Category</b>     | <b>Amount</b>   |
|---------------------|-----------------|
| Receipt Subtotal    | 435.24          |
| No Receipt Subtotal | 27.19           |
| <b>Grand Total</b>  | <b>\$462.43</b> |

**Grand Total must be below Campaign Expense Limit.**

**Notes and Tips:**

- Receipts must show that a payment was made in order to be eligible for a reimbursement.
- The list of expenses AND receipts submitted should be in order by the buyers last name, then date and time.
- Make sure to include buyer’s FULL LEGAL NAMES in the list for reimbursement.
- List one (1) receipt per row.
- 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.

Saved as Election-Expense-Report-Sample.docx, Revised 11/23/2020