



## Candidate Expense Report

An itemized report of all campaign expenditures shall be submitted to the ASI PR & Elections Commissioner by noon of the day preceding the results being ratified at the B.O.D. Meeting on Thursday, May 14, 2009.

The itemized report shall list all expenses and include receipts for all campaign materials. Failure to submit itemized report can lead to disqualification and our impact a candidate's option of holding an A.S.I. elected/appointed position in the future.

### General Information:

- 1) Expense cap shall include all expenditures made by the candidate and the individual(s) or organization(s) supporting the Candidate;
- 2) Materials donated to the Candidate, shall be given a value by the Election Commission, consistent with the current market rates.
- 3) Expenses shall be defined as the candidate's moneys incurred in running for office, donations of materials and expenditures of funds by individual(s), organization(s) making public their support for a candidate;
- 4) Any materials or services must be documented with an original receipt attached to the candidate's Campaigning Expense Report.
- 5) The Candidates' Campaigning Expense Report shall include the following:
  - a) List of each expense incurred by the candidate for the purchase of materials.
  - b) List of each expense incurred by the candidate for purchase of services.
  - c) List of each expense incurred by all individuals or organization (supporting the candidate) for purchase of materials.
  - d) List of each expense incurred by individuals or organization (supporting the candidate) for purchase of services.
- 6) Total of A, B, C, and D, shall not exceed \$500 for Executive Offices and \$300 for all other candidates.
- 7) Statements by the candidate to the effect that his/her Campaign Expense Report is a "true" statement of expenses incurred in running for an A.S.I. Office.
- 8) Signature of a witness supporting good character of candidate signed in the presence of an Elections Commission member. Signature of Elections Commission member must also be in the Campaign Expense Report.
- 9) All expense reports shall be reviewed by the Judicial Review Committee for authenticity and a summary of expenses for all candidates will be filed with the A.S.I. Administrative Office Room 203 within three (s) business days after the itemized report deadline.

The itemized report shall be available to the public in the A.S.I. Administrative Office, U-SU Room 203.

Tel: (323) 343-4780

Fax: (323) 343-6415

[www.calstatela.edu/asi](http://www.calstatela.edu/asi)

5154 State University Drive, Room 105  
Los Angeles, California 90032



# Itemized Expense Report

Candidate's Name \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Item	Cost	
	<b>Total</b>	



Tel: (323) 343-4780

Fax: (323) 343-6415

[www.calstatela.edu/asi](http://www.calstatela.edu/asi)

5154 State University Drive, Room 105  
Los Angeles, California 90032