

# Student Election Campaign Expense Report Form (Sample) Multiple Candidates

Email completed form and attachments to [ShannakianDennis@fhda.edu](mailto:ShannakianDennis@fhda.edu).

## Candidate Information for All Candidates that Campaigned Together

(add or remove rows as needed)

Legal First Name	Legal Last Name	True/Preferred First Name (if any) Only if Different from Legal First Name (optional)	CWID
Johnathan	Adams	John	12345678
Jane	Boone		12345678
Tom	Card		12345678
George	Dun		12345678
Stephanie	Erl		12345678
Duong	Hun	Daphne	12345678
Robert	Lamb		12345678
Danielle	Rin		12345678

**Date:** March 11, 2024

- The list of expenses AND receipts/invoices submitted should be in order by the candidate's last name, then date and time.
- Make sure to include candidates' **full LEGAL names** in the list for reimbursement.
- Items without complete detailed itemized receipts/invoices or donated items will not be reimbursed but must still be disclosed and included in the campaign expense report.

## Items Purchased and Used Specifically for Campaigning with Complete Detailed Itemized Receipts/Invoices

(add or remove rows as needed)

Candidate Name (Full LEGAL Name)	Date	Time	Store/Website	Items from Receipt/Invoice (List ONE (1) Complete Detailed Itemized* RECEIPT/INVOICE Per Row with Total for All Items/Copies/Printouts Including Tax, Shipping, Etc.)	Receipt/Invoice Total
Johnathan Adams	1/29	14:38	Office Depot	2 white poster board packs, 1 black poster board pack	15.26
Johnathan Adams	1/30	16:35	Home Depot	5 rolls blue tape	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 copy 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 copy Qty: 100 sheets	10.93
Stephanie Erl	2/02	00:33	FedEx Office	B&W copy Qty: 265 sheets	28.96
Stephanie Erl	2/05	00:37	FedEx Office	B&W copy Qty: 169 sheets	18.47
Stephanie Erl	2/08	00:33	Staples	2 glue sticks, 1 silver marker	5.44
Stephanie Erl	2/10	16:12	Home Depot	6 rolls 2-inch blue tape	36.02
Duong Hun	2/08	11:41	Office Depot	2 white poster board pack, 4 markers	18.87
Duong Hun	2/09	13:24	Michaels	2 shirt printing packs	21.83
Robert Lamb	1/29	13:27	Michaels	16 shirts	43.70
Robert Lamb	2/04	13:39	FedEx Office	Card stock paper Qty: 100 sheets	31.68
Robert 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 copy Qty: 240 sheets	20.98
Danielle Rin	2/10	15:18	Staples	B&W Copy Qty: 402	35.13
Danielle Rin	2/12	14:08	Staples	B&W copy Qty: 240	20.98
<b>Total</b>					<b>\$435.24</b>

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

**Individual Candidate Receipt/Invoice Totals**

(add or remove rows as needed)

<b>Candidate Name (Full Legal Name)</b>	<b>Receipt/Invoice Total</b>
Johnathan Adams	41.10
Jane Boone	25.57
Tom Card	24.02
George Dun	19.47
Stephanie Erl	99.82
Duong Hun	40.70
Bob Lamb	79.55
Danielle Rin	105.01
<b>Total</b>	<b>\$435.24</b>

**Items Used Specifically for Campaigning without Detailed Itemized Receipts/Invoices or that were Donated**

(add or remove rows as needed)

<b>Items</b>	<b>Approximate Cost</b>
8 Sharpie markers donated by John Adams	8.19
Printing some color photos by George Dun's printer	9.00 (20 sheets @ \$0.45)
<b>Total</b>	<b>\$17.19</b>

**Total**

<b>Category</b>	<b>Amount</b>
Expenses with Receipts/Invoices	435.24
Expenses without Receipts/Invoices or Donations	17.19
<b>Total</b>	<b>\$452.43</b>

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

## **Notes and Tips:**

1. Each independent candidate and each coalition, regardless of whether they campaigned or used funds to campaign, must submit an expense report to the Office of College Life by the deadline specified in the election timeline. If you did not campaign or use any funds to campaign, you still need to at least send an email stating that fact by the deadline specified in the election timeline.  
***Failure to submit an expense report by the deadline will result in disqualification.***
2. Coalitions only need to submit one expense report for all their members.
3. List ONE (1) Complete Detailed Itemized\* RECEIPT/INVOICE Per Row with Total for All Items/Copies/Printouts Including Tax, Shipping, Etc.
4. Expense report and receipts/invoices should be separate pages or separate files.
5. Receipts/Invoices need to be large enough to read and all the details are visible.
6. Screenshots or PDFs of web pages need to be complete and large enough to read and all the details are visible.  
For example, for ePRINTit we need the full Welcome page showing your Name and CWID, the full Payment Transactions page showing your CWID and all payments, and the full Print History page showing your CWID and all the print jobs for the election. See examples below.
7. For ePRINTit and similar services that use account balances, what must be reported and what will be reimbursed is the cost of the actual printouts or items. For example, if you add \$10 to your ePRINTit balance then print \$7.50 worth of color flyers (15 color flyers at \$0.50 each) you would show the \$7.50 on your expense report, not the \$10.00.
8. Expense Reports must be submitted in their original format (Word, Docs, Pages, etc.).
9. Receipts/Invoices must be submitted as PDFs or images (JPG or PNG).
10. ***Complete Detailed Itemized\* Receipts/Invoices*** are required for reimbursement.
11. \*Detailed Itemized Receipts/Invoices include information about the items, number of items/copies/printouts, price per item/copy/printout, Subtotal, Tax, Shipping, Total, etc.
12. Receipts/Invoices must show that payments were made, the payment amounts, and the payment methods (Cash, Credit, Debit, Apple Pay, Google Pay, PayPal, Venmo, etc.) to qualify for reimbursement.
13. The list of expenses AND receipts/invoices submitted should be in order by the candidate's last name, then date and time.
14. Make sure to include candidates' FULL LEGAL NAMES for reimbursement.
15. Reimbursements will be made out by check to the candidates. If this is an issue, please let us know when you submit your expense report.
16. Reimbursements shall only be made for items purchased and used specifically for campaigning with complete detailed itemized receipts/invoices.
17. Donated material cost shall be realistically estimated using department store price or Internet price.
18. Budget the expenses in advance and record expenses when 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 Campaign Expense Limit.
19. Expense reports containing a substantial number of inaccuracies may result in disqualification.

Here is Receipt # 1

It is large enough to read and  
all the details are visible

Here is Receipt # 2  
It is large enough to read and  
all the details are visible

Here is Receipt # 3  
It is large enough to read and  
all the details are visible

Here is Receipt # 4  
It is large enough to read and  
all the details are visible



Welcome back, Dennis Shannakian

Drag and drop your files here or [Select File](#)

Any password protected documents cannot be processed.  
 Currently supported file types: .pdf, .doc(x), .xls(x), .ppt(x), .txt, .html, .rtf, .jpg, .gif, .png, .tif, .bmp  
 Max File Size: 100 Mb

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<input type="checkbox"/> UPLOADED DATE	FILE NAME	PAGES	EXPIRES IN	RELEASE CODE
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Your Current Balance  
**\$ 0.00**



Your Organization name is:  
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### Payment Transactions

If you have any questions or concerns, please contact Support via [support@eprintit.com](mailto:support@eprintit.com) or 1-877-494-0222

TRANSACTION DATE ▲	AMOUNT	PAYMENT ID	PAYMENT SOURCE
05/23/17 4:01 pm	\$ 10.00	27959	cashier
05/16/17 12:47 pm	\$ 10.00	27587	cashier


Your Current Balance  
**\$ 0.00**




**FOOTHILL-DE ANZA**  
Community College District

Your Organization name is:  
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### Print History

PRINTED DATE ^	FILE NAME	PAGES	COPIES	TRANSACTION TYPE
08/14/19 8:21 am	ePRINTit_Test2.docx	2	1	bw
11/07/18 1:38 am	eprintit_test2.docx	2	1	bw
10/26/18 2:19 am	eprintit_test2.docx	2	1	bw
10/12/18 6:51 am	eprintit_test2.docx	2	1	bw
07/16/18 5:06 am	eprintit_test1.docx	2	1	bw
07/02/18 2:06 am	eprintit_test1.docx	2	1	bw
06/06/18 3:19 am	eprintit_test1.docx	2	1	bw
05/04/18 8:24 am	eprintit_test1.docx	2	1	bw
03/15/18 2:46 am	eprintit_test1.docx	2	1	bw
03/09/18 8:04 am	eprintit_test1.docx	2	1	bw
02/23/18 1:13 am	eprintit_test1.docx	2	1	bw
02/12/18 4:46 am	eprintit_test2.docx	2	1	bw
02/12/18 4:44 am	eprintit_test1.docx	2	1	bw
11/22/17 5:34 am	eprintit_test2.docx	2	1	bw
11/22/17 5:34 am	eprintit_test1.docx	2	1	bw
11/17/17 1:35 am	eprintit_test2.docx	2	1	bw
11/17/17 1:35 am	eprintit_test1.docx	2	1	bw
11/15/17 2:14 am	eprintit_test2.docx	2	1	bw

Your Current Balance  
**\$ 0.00**



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