

Student Election Campaign Expense Report Form (Sample) Single Candidate

Email completed form and attachments to ShannakianDennis@fhda.edu.

Candidate Information

Legal First Name: Dennis **Legal Last Name:** Shannakian

True/Preferred First Name (if any): _____ **CWID:** 12345678
Only if Different from Legal First Name (OPTIONAL)

Date: March 11, 2024

- The list of expenses AND receipts/invoices submitted should be in order by date and time.
- 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)

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
1/29	22:25	FedEx Office	B&W photocopy Qty: 100 sheets	7.93
2/02	00:33	FedEx Office	B&W photocopy Qty: 265 sheets	21.96
2/05	00:37	FedEx Office	B&W photocopy Qty: 169 sheets	13.47
2/08	00:33	Staples	2 glue sticks, 1 silver marker	5.44
2/08	11:41	Office Depot	2 white poster board pack, 4 markers	11.85
2/10	16:12	Home Depot	6 rolls 2-inch blue tape	30.02
Total				\$90.67

Items Used Specifically for Campaigning without Detailed Itemized Receipts/Invoices or that were Donated (add or remove rows as needed)

Items	Approximate Cost
4 Sharpie markers	4.18
Printing some color photos using printer at home	4.50 (10 sheets @ \$0.45)
Total	\$8.68

Total

Category	Amount
Expenses with Receipts/Invoices	90.67
Expenses without Receipts/Invoices or Donations	8.68
Total	\$99.35

Total must be below Campaign Expense Limit.

Notes and Tips:

1. Each independent candidate, 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. List ONE (1) Complete Detailed Itemized* RECEIPT/INVOICE Per Row with Total for All Items/Copies/Printouts Including Tax, Shipping, Etc.
3. Expense report and receipts/invoices should be separate pages or separate files.
4. Receipts/Invoices need to be large enough to read and all the details are visible.
5. 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.
6. 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.
7. Expense Reports must be submitted in their original format (Word, Docs, Pages, etc.).
8. Receipts/Invoices must be submitted as PDFs or images (JPG or PNG).
9. ***Complete Detailed Itemized* Receipts/Invoices*** are required for reimbursement.
10. *Detailed Itemized Receipts/Invoices include information about the items, number of items/copies/printouts, price per item/copy/printout, Subtotal, Tax, Shipping, Total, etc.
11. 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.
12. The list of expenses AND receipts/invoices submitted should be in order by date and time.
13. Reimbursements will be made out by check to the candidate. If this is an issue, please let us know when you submit your expense report.
14. Reimbursements shall only be made for items purchased and used specifically for campaigning with complete detailed itemized receipts/invoices.
15. Donated material cost shall be realistically estimated using department store price or Internet price.
16. 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.
17. 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

My Uploaded Files

Search file by name

<input type="checkbox"/> UPLOADED DATE	FILE NAME	PAGES	EXPIRES IN	RELEASE CODE
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No Data

« Previous Next »

Your Current Balance
\$ 0.00



FOOTHILL-DE ANZA
Community College District

Your Organization name is:
fnda

ePRINTit Mobile



ePRINTit Instructions

[User Guide](#)

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[MAC Installer](#)

[Windows Installer](#)



Payment Transactions

If you have any questions or concerns, please contact Support via 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:
fhda

ePRINTit Mobile

Download on the
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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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