



Associated Student Government

2019-2020 Campaign Expenditure Report

All candidates must submit this form, an itemized budget and receipts/documentation for all of their expenses, as well as documentation for sponsored or donated income, and donated items or services. **This form is due at NOON on March 7th via HogSync or with a paper copy to the Office for Student Activities, ARKU A665.** Please review the ASG Code above for spending limits. President/Vice-President Tickets may submit one (1) report, while each Secretary, Treasurer and Senate candidate must submit individual reports. **Please provide copies of campaign receipts.**

- (A) No Presidential-Vice Presidential official ticket's campaign may spend more than two thousand dollars (\$2,000.00), including donations, for the general election. No Treasurer or Secretary Candidate's campaign may spend more than five hundred dollars (\$500.00) each, including donations, for the general election. In the case of a run-off election, the Presidential-Vice Presidential candidates will be allowed a total of two hundred and fifty dollars (\$250.00) each in campaign expenses per run-off campaign, while each Treasurer and Secretary candidate will be allowed a total of one hundred and twenty-five dollars (\$125.00) in campaign expenses per run-off campaign.
- (B) No Senate candidate's campaign may spend more than three hundred ten dollars (\$310.00) total, including donations for the general election. In the case of a run-off, each candidate will be allowed a total of one hundred fifty dollars (\$150.00) in campaign expenses per run-off campaign.
- (C) **A full, itemized report of all monetary contributions and expenses must be submitted to the OSA as a matter of public record by 12:00 p.m. CT on the day after the general election, and the report will be posted, along with the results of the election on the ASG website as a PDF. In the case of a run-off, additional itemized spending reports will be required by 12:00 p.m. CT on the day after every run-off election and will be posted on the ASG website with the results of the corresponding run-off election. If no money was spent during a candidate's campaign, a report with the candidate's signature is still required.**

(Please Print Neatly)

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Expenditure Report Form Guidelines:

- **All boxes with a \$ must be filled out with a numerical amount. If you have a box that lists a type of income, expense, or estimated cost that does not apply to the expenditures of your campaign, please write "\$0" in the box. If you did not spend any money or receive any donated money or items for your campaign, please list "\$0" in every box. Your expenditure report will be considered incomplete if any boxes are left blank, which will result in your disqualification from the election.**
- **Remember: Total Expenses + Total Estimated Costs MUST = Total Income**
- Under **Income** in "Sponsors/Donations" documentation from sponsors and donors must be provided. Documentation is defined as a note/letter, copy/screenshot of an email or text from the sponsor or donor expressing that they have given money to your campaign. If no documentation is provided, your expenditure report will be considered incomplete, which will result in your disqualification from the election.
- All items listed in **Expenses** must have receipts turned in with them. Any report that lists an item in Expenses but does not provide a receipt as proof of purchase for that item will be considered incomplete, and will result in your disqualification from the election. The only exception to this rule is if an item or service is purchased through a transaction that does not generate a receipt. If you purchased an item through a transaction that did not generate a receipt, please provide alternative documentation (such as a note/letter, copy/screenshot of an email or text from the individual that the item was purchased from).

- All items listed under **Estimated Costs** must have documentation either from yourself or the individual who donated a service or item to your campaign. Documentation is defined as a note/letter, copy/screenshot of an email or text from yourself or the individual who donated a service or item to your campaign, expressing that they have given this service or item to your campaign. If no documentation is provided, your expenditure report will be considered incomplete, which will result in your disqualification from the election.

Please provide the following information regarding your campaign expenses. Attach all receipts/documentation to this form. Feel free to attach any additional documents you used to track your budget during your campaign:

Income: (This is where you list <i>the sources</i> of the money you spent on your campaign)	
Sponsors/Donations (This is not an estimated cost, please list the exact monetary amount that was donated to your campaign.)	\$ 0.00
Personal contributions	\$ 124.94
Estimated Costs (Please see Estimated Costs table below- whatever is listed under "Total Estimated Costs" should be listed here")	\$ 0.00
Total Income (Cannot exceed \$2,000 for Presidential/Vice-Presidential Candidates, Cannot exceed \$500 for Secretarial or Treasurer Candidates, Cannot exceed \$310 for Senate Candidates):	\$ 124.94

Expenses: (This is where you list <i>how</i> the income for your campaign was spent. You should list any item or service in Expenses that had an exchange of money and an exact cost associated with it.)	
Flyers	\$ 0.00
Yard Signs	\$ 0.00
Promotional items (food, beverages, buttons, t-shirts, etc.)	\$ 124.94
Web development	\$ 0.00
Advertisements	\$ 0.00
Misc.	\$ 0.00
Total Expenses:	\$ 124.94

Ticket # 1

COUNTER
Paid

20 of 20 Items

Eureka Pizza #1

Order Placed 03-05-2019 10:13 AM

Server: Jessica

j

10 Better Ready Pepperoni
BR Special \$75.90
-\$20.00

10 Better Ready Cheese
BR Special \$75.90
-\$20.00

Subtotal: \$111.80
Sales Tax: \$13.14
VISA: \$124.94
Grand Total: \$124.94

tendered: \$124.94

j
Ticket # 1