

All candidates must submit this form, an itemized budget and receipts for all of your expenses. This form is due by noon on September 9th, 2020 to the Office of Student Activities, ARKU A665. Candidates may also submit an electronic expense report instead of this form by noon via HogSync at <https://hogsync.uark.edu/submitter/form/start/430453>. Please review the ASG Code, Title 7, Section 7 for spending limits.

(A) No Senate Candidate's campaign may spend more than \$310.00 total, including donations, for the general election. In the case of a runoff, each candidate will be allowed a total of \$150.00 in campaign expenses per runoff campaign.

(B) A full, itemized report of all income and expenditures, including all receipts must be presented to the Office of Student Activities as a matter of public record by noon on the day after the general election. In case of a runoff, additional itemized spending reports will be required by noon on the day after every runoff. If no money was spent during a candidate's campaign, a written statement with the candidate's signature is still required.

(C) Failure to submit any of the three items (forms, itemized budget, receipts) will result in an incomplete Expenditure Report, and Reports will not be accepted, which will result in a disqualification.

Full Name: Adam Hagler
Student ID: 123456789 E-Mail: asgjcj@uark.edu
Cell Phone Number: (123)456-7890 Optional Phone Number: _____

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 answer the following regarding your campaign expenditures and attach all receipts/documents to this form:

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	DOCUMENTATION REQUIRED
Personal contributions	\$ 0	NO DOCUMENTATION REQUIRED
Estimated Costs (Please see Estimated Costs table below- whatever is listed under "Total Estimated Costs" should be listed here") \$310	\$ 0	DOCUMENTATION REQUIRED
Total Income (Cannot exceed 5000):	\$ 0	

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 associated with it.)		
Flyers	\$ 0	} DOCUMENTATION REQUIRED
Yard Signs	\$ 0	
Promotional items (food, beverages, buttons, t-shirts, etc.)	\$ 0	
Web development	\$ 0	
Advertisements	\$ 0	
Misc.	\$ 0	
Total Expenses:	\$ 0	

*The following table should **only** be filled out if you had an item or service donated to your campaign (either by yourself or someone else) and there were **no transactions** involved for the item or service for the campaign. (Examples: Tents used in campaigns that were owned prior to campaigning, printing done on personal printers and computers, etc.)

Estimated Costs:		
Items Donated by Yourself or Someone Else	\$ 0	} DOCUMENTATION REQUIRED
Services Donated by Yourself or Someone Else	\$ 0	

Misc.	\$ 0	DOCUMENTATION
Total Estimated Costs:	\$ 0	REQUIRED

- If you have questions about whether or not something should be listed in this table, please contact the ASG Chief Justice at asgjcj@uark.edu prior to the final deadline!

Remember: Total Expenses + Total Estimated Costs MUST = Total Income

I hereby confirm that the above stated expenses are true and correct and that this is the total amount that I/others have spent on my campaign.

Candidate Signature: Adam Hagler



Associated Student Government

ASGJ – General Complaint Form

Approved for use: 14 November 2012