

ITEMIZATION REPORT FOR: Gifts

Recordkeeping Requirement: For a payment of \$25.00 or more for a gift, the committee's records must include a memorandum containing all of the information that must be reported (as set out below). The "memorandum" may be hand-written on the merchant or credit card receipt for the gift.

Reporting Requirement: For a gift of \$100 or more to a single recipient, the committee report must include the following information:

Please fill out the following for each receipt submitted:

1. Receipt/Invoice vendor; _____ Amount; \$ _____
2. A description of the political, legislative or governmental purpose for the gift-e.g., "holiday gift for committee staff";

3. The recipient's name; _____
4. The date the gift was given to the recipient; _____
5. The "nature" of the gift- e.g., "going-away gift", "holiday gift"; _____

**PLEASE INCLUDE THIS FORM WITH EACH RECEIPT SUBMITTED THAT
QUALIFIES AS:
Gifts**