

CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS

(1) Name _____ (2) I.D. Number _____

(3) Cover Period ____ / ____ / ____ through ____ / ____ / ____ (4) Page ____ of ____

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Related Expenditures	(10) Amendment	(11) Amount
(6) Sequence Number					
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CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS

THIS FORM IS USED TO REPORT DISTRIBUTIONS OF GOODS OR SERVICES CONTRIBUTED TO A CANDIDATE OR COMMITTEE, INDIRECT EXPENDITURES AND REIMBURSEMENTS.

- (1) Type name of the entity.
 - (2) Type identification number assigned by the Division of Elections or other filing officer.
 - (3) Type cover period dates (e.g., 04/01/03 through 06/30/03). (See *Calendar and Election Dates* for appropriate cover periods.)
 - (4) Type page numbers (e.g., 1 of 3).
 - (5) Type date of distribution (Month/Day/Year).
 - (6) **Sequence Number** - Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the Division and for reporting amendments.

For example, a Q1 report having 40 distributions would use sequence numbers 1 through 40. The next report (Q2), comprised of 30 distributions would use sequence numbers 1 through 30. Distributions on amended Q1 reports would begin with sequence number 41 and on amended Q2 reports would begin with sequence number 31. See *Amendment Type* instructions below.
 - (7) Type full name and address of entity receiving distribution (including city, state and zip code).
 - (8) Type purpose of distribution (if distribution is a contribution to a candidate, also type the office sought by the candidate).
 - (9) For each distribution that is related to an itemized expenditure previously listed on Itemized Expenditures (Form DS-DE 14), enter the Year, Report Type and Sequence Number associated with the expenditure.
- *PARTY EXECUTIVE COMMITTEES ONLY - If distribution is allocable toward the contribution limits, type an "A" in this box. If distribution is nonallocable, type and "N".**
- (10) **Amendment Type** (required on amended reports) - To add a new (previously unreported) distribution for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.

The sequence number for distributions with amendment type "ADD" will start at one plus the number of distributions in the original report. For example, amending an original Q1 report that had 75 distributions, means the sequence number of the first distribution having amendment type "ADD" will be 76; the second "ADD" distribution would be 77, etc. When amending an original Q2 report that had 30 distributions, the ninth "ADD" distribution would have sequence number 39.

To correct a previously submitted distribution use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the distribution to be corrected. In combination with the report number being amended, this sequence number will identify the distribution to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assigns the sequence number as described above.

- (11) **Type amount of distribution.**

DISTRIBUTION EXAMPLE

On November 30, 2003, your committee purchased \$10,000 in direct mail services from ABC Direct Mailing Company. This monetary expenditure was previously listed on the January Quarterly report (Q4), sequence number 75. On February 2, 2004, the mail services were then distributed to several candidates. Therefore, pursuant to Section 106.07(4)(a), F.S., you must report the distributions in the following manner:

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Related Expenditures	(10) Amendment	(11) Amount
(6) Sequence Number					
02/ 02/ 04	Campaign Account of John Doe 222 South Street Tallahassee, FL 32432	Mailouts (Senate District 2)	2003 Q4 75 A		\$500.00
1					