C4 Check/Expense Request Form

Submit this with every invoice, reimbursement, and credit card statement. Appropriate this depending on organizational structure-- for example, you may decide to track expenses related to a specific funding source, or include particular programs. A similar process can be replicated for C3 and PAC expenditures, using separate forms for each entity.

To:	*vendor name*
Purpose:	*description of what payment is for*
Date:	*date of submission*
Total Amount:	*full amount owed (you can break down further below)*
Address:	*vendor address*
Submitted By:	*staff submitting*
Approval Signature:	*this might be your compliance lead*
Notes:	*document anything that would be helpful for future reference*

Primary Purpose Social Welfare Expenses (can often be paid for with restricted use funds)

Specify how the charge should be allocated-- this may be 100% in one category, or split between multiple.	**Activity Description**	**$ Amount**	**% of Total**
	Non-lobbying education & outreach		
	Direct Lobbying		
	Grassroots Lobbying		

Non-Primary Purpose Expenses (often must be paid for with non-restricted funds)

Specify how the charge should be allocated-- this may be 100% in one category, or split between multiple.	**Activity Description**	**$ Amount**	**% of Total**
	Political - state or local IE work		
	Political - state or local Coordinated work		
	Political - federal IE work		
	Political - federal Coordinated work		
	Administration		
	Fundraising		