

ITEMIZATION REPORT FOR: Gifts

Recordkeeping Requirement: For a payment of \$50.00 or more for a gift, the committee records must include a memorandum containing all of the information that must be reported. The “memorandum” may be hand-written on the merchant or credit card receipt for the gift.

Please fill out the following for each receipt submitted:

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

4. The recipient’s name: _____
5. The date the gift was given to the recipient: _____
6. The “nature” of the gift (i.e., “going-away gift”, “holiday gift”): _____

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