

## ITEMIZATION REPORT FOR: Meals

**Recordkeeping Requirement:** For expenditure/receipt containing a meal that totals \$50 or more, the committee records must include a memorandum containing all of the information that must be reported and the names of all individuals who were beneficiaries of a meal of \$50 or more. The “memorandum” may be handwritten on the restaurant or credit card charge receipt for the meal.

Please fill out the following for each receipt submitted:

1. Receipt/Invoice vendor: \_\_\_\_\_
2. Amount: \$ \_\_\_\_\_
3. The date of the meal: \_\_\_\_\_
4. A description of the political, legislative or governmental purpose for the expenditure:  
\_\_\_\_\_  
\_\_\_\_\_
5. The number of individuals who were beneficiaries of the meal: \_\_\_\_\_
6. List the names of individuals who were the beneficiary(ies) of the meal, include the candidate or members of the candidate’s household (spouse, partner, dependent child), or an individual with the authority to approve committee expenditures:  
\_\_\_\_\_  
\_\_\_\_\_
7. List the names of any other individuals who were the beneficiary(ies) of a meal of \$50 or more (include additional list if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

### **Meals**