

CANDIDATE COMMITTEE CAMPAIGN RECORDS & POLICIES

Committees must report & maintain records for all funds, goods and services given to, leaving, or made on behalf of the committee.

Best Practice: Create Written Committee Policies

The following are some recommended written policies to consider:

- **Notice to Treasurer of Responsibilities under the Ethics Rules & Acceptance by Treasurer**
- **Signatory Authority:**
Who can sign checks/debit cards?
Are there restrictions on amount?
Contact Treasurer for approval?
- **Determine how to maintain information:**
Contributor Statements?
Contribution log (monetary and in-kind)?
Copies of checks and record of cash?
- **Candidate Reimbursement (90 days to reimburse):**
Receipts provided to Treasurer in time for report filing.
Name of ultimate vendor to whom payment was made: including Time/Date/Reason.

Depository Records and Statements:

- Verify depository has location doing business in Oklahoma
- Account Opening Records
- Signatory Cards
- Deposit Records
- Copies of Checks
- All Statements

Before Closing Account:

- Print Off or Save All Bank Records

KEEP RECORDS FOR AT LEAST

4
YEARS

Required Contributor Records for Contributions:

Must use best efforts to obtain contributor information regardless of the amount or value of the contribution.

- **From Individual Contributors and Tribes:**
Name and Address
Occupation and Employer (N/A for Tribes)
- **Limited Liability Company/Limited Partnership (LLC/LP)**
Report through Members & Partners as individuals
NEED: Member/Partner Name, % of ownership, occupation and employer for **each** member / partner to allocate and report contributions on reports.
Contributions prohibited if any Members/Partners are incorporated
- **From Committee Contributors—Committee cannot accept Corporate Funds:**
Committee # (OK/Ethics ID, FEC, or number assigned by another state)
Committee Address
Out of State (Non-FEC) PACs: required to submit notice of registration to the Ethics Commission before contributing to Oklahoma candidates.
- **In-kind Contributions** - fair market value and description of goods or services

Expenditure Records:

- **Mileage Log:** Date, Amount Miles, Rate, Reason for travel.
- Contracts
- Check Register
- Debit Card Records
- Loan Payments
- Records of Purchased Assets/ Services
- Invoices
- Receipts
- Any other information used to substantiate committee expenditure activity.

Record Keeping for Loans

Written Documentation of Loan

- Made contemporaneously (close in time) to funds deposit date
 - Lender information
 - Recipient Committee information
 - Signed by Lender and Treasurer
 - Terms: interest rate and payments, such as “repay through contributions”, “repay as able,” etc.
- **Deposit in Campaign Depository**
Deposit slip or other records of deposit

Limits From Candidate or Joint Funds of Candidate and Spouse: No Limits

2024 Election Limits From Other Individual: \$3,300/election if a candidate’s name is on the ballot. (See contribution chart).

Limit From Banks or Financial Institutions: Not a contribution, so long as it is on the same terms available to the public.



If there is a conflict between information on this form and the Ethics Rules, the Ethics Rules control.