

# 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.*