

INSTRUCTIONS FOR COMPLETION OF SCHEDULE B

1. Enter the name of political committee.
2. Enter the reporting period.
3. Place committee identification number in the box marked POLITICAL COMMITTEE IDENTIFICATION NO..
4. Indicate the numbered part of the D-2, Section B, being itemized. Use a separate Schedule B for each numbered part.
5. An expenditure must be itemized if it exceeds \$150 in aggregate to a single entity during the reporting period.
6. Each itemization shall be by full name and mailing address (including zip code) of the receiving party as well as the date of the expenditure, its purpose, beneficiary, the amount of each expenditure, and the aggregate amount to each entity.
7. The beneficiary of an expenditure is normally the committee itself; however, in the case of a transfer out, the beneficiary will be the receiving committee. In the case of an expenditure made on behalf of another committee, the beneficiary would be that committee. Such a third party beneficiary would need to be notified that it is the recipient of an inkind contribution which it is required to report.
8. Part 8 itemizations of credit card expenditures or reimbursed expenditures shall list the name and address of the actual provider of services, as well as the purpose, beneficiary, amount, date and aggregate amount for each expenditure in excess of \$150 in the aggregate during the reporting period.
9. Each numbered part must be totaled at the bottom of the last page.
10. The total must be entered on the appropriate line on the D-2, Section B.