

Contributions to be Reimbursed [CRO-1215]

Form Description

Use this form to report in-kind contributions of \$1,000 or less where there was an agreement between the committee and the contributor that they would be reimbursed for the money spent on the committee's behalf. These in-kind contributions may not exceed \$1,000, the committee must be notified with 45 days that money was spent on the committee's behalf, and the refund/reimbursement to the contributor must be made within 7 days (of the notification).

The reimbursement must also be disclosed on the Refunds/Reimbursements from the Committee form (CRO-1320).

Check the "Yes" box at the top of the page if this is an amendment.

Line-by-Line Instructions

- LINE 1. Provide the full name of the committee.
LINE 2. Provide the ID number for the committee.
LINE 3. **Contributor Information** – The two checkboxes ("Add" and "Remove") are only used in amendments when a contribution to be reimbursed entry must be added to or removed from a previous report.

Provide the full name and mailing address (including city, state and zip code) of the payee (the original vendor).

Provide the full name and mailing address (including city, state and zip code) of the person

being reimbursed (person to whom the committee check was written).

- a. Provide a description of the in-kind contribution (what was purchased on behalf of the committee).
- b. Provide the date the in-kind contribution was received by the committee.
- c. Indicate if a credit card was used for this transaction. (Y for Yes and N for No)
- d. Provide the amount for the in-kind contribution.

LINE 4. Provide the total for the current page.

LINE 5. Provide the total of all CRO-1215 pages.