MICHIGAN DEPARTMENT OF STATE
BUREAU OF ELECTIONS

Clear Form

INCIDENTAL OFFICE EXPENSE DISBURSEMENTS
SCHEDULE 1C
CANDIDATE COMMITTEE

(For use by officeholders only)

1. Committee I. D. Number _____

2. Committee Name _____

3. Name and address of person to whom disbursement was made	4. Description of Disbursement (Be specific & you may assign a disbursement code*)	5. Date	6. Amount of Disbursement
Disbursement # 1 Name & Address: ☐ Check box if this disbursement is payment of debt or obligation reported on previous statement	Purpose _____ Disbursement Code _____ ☐ Fund Raiser	_____ Date Click for Memo Itemization Type	$_____
Disbursement # 2 Name & Address: ☐ Check box if this disbursement is payment of debt or obligation reported on previous statement	Purpose _____ Disbursement Code _____ ☐ Fund Raiser	_____ Date Click for Memo Itemization Type	$_____
Disbursement # 3 Name & Address: ☐ Check box if this disbursement is payment of debt or obligation reported on previous statement	Purpose _____ Disbursement Code _____ ☐ Fund Raiser	_____ Date Click for Memo Itemization Type	$_____
Disbursement # 4 Name & Address: ☐ Check box if this disbursement is payment of debt or obligation reported on previous statement	Purpose _____ Disbursement Code _____ ☐ Fund Raiser	_____ Date Click for Memo Itemization Type	$_____

Subtotal this page	
Grand Total of all Schedules 1C (Complete on last page of Schedule)	

***PLEASE REFER TO INSTRUCTIONS FOR LIST OF DISBURSEMENT CODES**

Note: No campaign expenditures are to be reported on this schedule; Incidental Office Expense Disbursements ONLY

Enter this total on line 10a of Summary Page

INSTRUCTIONS FOR SCHEDULE 1C, ITEMIZED INCIDENTAL DISBURSEMENTS

The Candidate Committee of an incumbent officeholder uses Schedule 1C to report disbursements made for incidental office expenses. Such disbursements are not made to influence the nomination or election of the candidate. **Incidental office expense disbursements may only be made by the committee of an incumbent officeholder.** Other candidates do not have incidental office expenses as defined by the Campaign Finance Act and therefore do not use Schedule 1C.

ITEM 3: NAME AND ADDRESS OF PERSON TO WHOM THE DISBURSEMENT WAS MADE: Enter the name and address of the person who was paid.

ITEM 4: DESCRIPTION OF DISBURSEMENT: Describe the purpose of the disbursement. One of the disbursement codes listed on pages 72 and 73 may be used to describe the disbursement in addition to the verbal description.

ITEM 5: DATE OF DISBURSEMENT: Indicate the date the check was written to pay the incidental expense.

ITEM 6: AMOUNT OF DISBURSEMENT: Indicate the amount paid.

DISBURSEMENT CODES FOR INCIDENTAL OFFICE EXPENSES

AO - A disbursement necessary to assist, serve, or communicate with a constituent.

BO - A disbursement for equipment, furnishings, or supplies for the office of the public official.

CO - A disbursement for a district office if the district office is not used for campaign-related activity.

DO - A disbursement for the public official or his or her staff, or both, to attend a conference, meeting, reception, or other similar event.

EO - A disbursement to maintain a publicly owned residence or a temporary residence at the seat of government.

FO - An unreimbursed disbursement for travel, lodging, meals or other expenses incurred by the public official, a member of the public official's immediate family. or a member of the public official's staff in carrying out the business of the elective office.

GO - A donation to a tax-exempt charitable organization, including the purchase of tickets to charitable or civic events.

HO - A disbursement to a ballot question committee.

IO - A purchase of tickets for use by that public official and members of his or her immediate family and staff to a fund-raising event sponsored by a candidate committee, independent committee, political party committee, or a political committee that does not exceed $100.00 per committee in any calendar year.

JO - A disbursement for an educational course or seminar that maintains or improves skills employed by the public official in carrying out the business of the elective office.

KO - A purchase of advertisements in testimonials, program books, souvenir books, or other publications if the advertisement does not support or oppose the nomination or election of a candidate.

LO - A disbursement for consultation, research, polling and photographic services not related to a campaign.

MO - A fee paid to a fraternal, veteran, or other service organization.

NO - A payment of tax liability incurred as a result of authorized transactions by the candidate committee of the public official.

OO - A fee for accounting, professional, or administrative services for the candidate committee of the public official.

PO - A debt or obligation incurred by the Candidate Committee of a public official for a disbursement in the previous categories if the debt or obligation was reported in the Candidate Committee report filed for the year in which the debt or obligation arose.

QO - A disbursement for an ordinary and necessary expense pursuant to the IRS business expense code that does not fit into one of the preceding category codes.