Voucher Request Form

This form is for the submission of voucher requests for expenditures under the Pennsylvania Campaign Finance Reporting Law, 25 P.S. §§ 3241 – 3260b. Please provide sufficient detail so that the candidate or committee can determine with certainty the specific voucher information requested, use additional sheets if necessary.

Date of Request: _____Submitted via: ☐ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Prefix: _____ **First Name:** _____ **Last Name:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____ **Email:** _____

Home Phone Number: _____ **Mobile Phone Number:** _____

Notice: *A candidate or committee may charge the requester the costs of copying the requested vouchers. Consistent with the Official RTKL Fee Schedule in Pennsylvania, a reasonable fee for black and white copies is $0.25 per copy, and for color copies is $0.50 per copy. If a CD or DVD is provided, a reasonable fee will be up to the actual cost of the CD or DVD, not to exceed $3.00 per disc. For a flash drive the allowable fee will be up to the actual cost of the flash drive.*

The candidate or committee may also charge the requester the costs required to deliver the requested vouchers from the candidate or committee to the requestor. The Department of State interprets "delivery" of the voucher request as the cost of postage or shipping of the documents from the candidate or committee to the requester. The allowable fee for postage or shipping will be up to the actual cost of the United States Postal Service's first-class postage.

All voucher requests must be limited to the last three (3) years pursuant to Section 1622(c) of the Campaign Finance Reporting Law, 25 P.S. § 3242(c), which only requires candidates and committees to keep records for a period of three years after such information is reported.

Please provide the cycle name, number, and year for which the voucher request is being made:

Name of Candidate or Committee: _____

Voucher(s) Requested: *Please see next page. Use additional sheets if necessary.*

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Please note that specific dates of expenditures and expenditure descriptions as reported by the candidate or committee are required. Requests may be delayed if the expenditure descriptions are incomplete.

CYCLE / YEAR	DATE OF EXPENDITURE	EXPENDITURE DESCRIPTION

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CYCLE / YEAR	DATE OF EXPENDITURE	EXPENDITURE DESCRIPTION