



New York City Campaign Finance Board

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REQUEST FOR DOCUMENTATION JOINT EXPENDITURES

A joint expenditure is an expenditure made by two or more candidates for shared campaign materials or activities. Examples include the printing and distribution of ballot petitions, campaign literature, and fundraisers planned by, featuring, and benefitting more than one candidate. Campaigns are permitted to engage in joint expenditures provided the benefit each candidate derives from the joint activity is proportional to the amount each candidate pays. If the Campaign has any joint expenditures, it must document its share of the cost based on the benefit received, and pay that amount. Further information on joint expenditure disclosure requirements can be found in [Chapter 3 of the Campaign Finance Handbook](#) and page 2 of the [Ranked Choice Voting Compliance Guide](#).

The Campaign must document joint expenditures by demonstrating how the cost was divided. The CFB recommends that the vendor(s) directly bill each campaign for their equal or proportional share. The invoices should display both the total cost of the goods or services and itemize each campaign's amount payable.

INSTRUCTIONS

1. **The Campaign must submit a completed Joint Expenditure Disclosure Form (attached) signed by the treasurer or candidate.**
2. If the Campaign had joint campaign activities, it must submit copies of the following:
 - Samples of joint campaign material produced or description of joint activities (e.g., shared workers, space, fundraisers, etc.).
 - An allocation methodology and any supporting documentation showing how the Campaign's share of the joint expenditure was determined.
 - Underlying documentation from whomever paid the vendor directly, such as an invoice or a contract and cancelled checks.
 - If the Campaign reimbursed another entity for its share of the joint expenditure, documentation showing how the Campaign paid for its fair share (i.e. front and back of cancelled committee checks, invoices, etc.).
 - If the Campaign was reimbursed for another entity's share of the joint expenditure, cancelled checks from that entity.
3. Write the transaction ID on each piece of documentation. If there are multiple pages pertaining to the same transaction, write the transaction ID on each page.

APPLICABLE LAW

New York City Campaign Finance Act [§§3-703\(1\)\(d\) and \(g\)](#) and Campaign Finance Board Rule [4-01\(a\)](#) require that a candidate and his or her principal committee or authorized committees maintain records of receipts and expenditures for a covered election and submit copies to the CFB upon request. Rule [6-03](#) permits campaigns to engage in joint activities provided the benefit the campaigns receive are proportionally equivalent to their expenditures for the activity.

