

time. The department, at its discretion, may grant and specify the limits of the extension;

(9) The ESRD client shall be eligible for a period of one year from the first day of the month of application unless the client's resources or income increase or decrease substantially, in which case the client must complete a new application for ESRD eligibility;

(10) ESRD eligibility effective date is the first day of the month of ESRD application if the person was eligible at any time during that month. The effective date of ESRD eligibility shall be no earlier than four months before the month of ESRD application provided the:

(a) Medical services received were covered; and

(b) Person would have been eligible had the person applied.

(11) A client currently eligible shall be recertified before the end of the respective eligibility periods.

(12) A client who seeks continued program services does not need to reapply for Medicaid unless the client has a substantial reduction in resources during the year.

[Statutory Authority: RCW 74.08.090, 93-16-039 (Order 3600), § 388-540-060, filed 7/28/93, effective 8/28/93.]

Title 390 WAC

PUBLIC DISCLOSURE COMMISSION

Chapters

- 390-05 General policies and definitions.
- 390-12 Administrative procedures.
- 390-16 Forms for campaign financing reporting—Contributions.
- 390-17 Contribution limitations.
- 390-18 Political advertising.
- 390-20 Forms for lobbying reports, elected officials and legislators.
- 390-37 Enforcement procedures—Investigative hearings.

Chapter 390-05 WAC

GENERAL POLICIES AND DEFINITIONS

WAC

- 390-05-190 Agent—Definition.
- 390-05-200 Definition—Candidates for public office—Time of filing.
- 390-05-205 Definition of term "consumable."
- 390-05-210 Definition—Contribution.
- 390-05-215 Receipt of a campaign contribution.
- 390-05-235 Definition—Fair market value.

WAC 390-05-190 Agent—Definition. "Agent," as that term is used in chapter 42.17 RCW, means a person, whether the authority or consent is direct or indirect, express or implied, oral or written, who:

(1) Is authorized by another to act on his or her behalf; or

(2) Represents and acts for another with the authority or consent of the person represented; or

(3) Acts for or in place of another by authority from him or her.

[Statutory Authority: RCW 42.17.370, 93-22-002, § 390-05-190, filed 10/20/93, effective 11/20/93; 93-16-064, § 390-05-190, filed 7/30/93, effective 8/30/93.]

WAC 390-05-200 Definition—Candidates for public office—Time of filing. The following circumstances shall give rise to presumption that an individual is a "candidate" as that term is defined in RCW 42.17.020(5) and RCW 42.17.630(3):

(1) The existence of a political committee promoting the election of such individual for public office with the knowledge and consent of that individual; or

(2) A public declaration of candidacy by an individual even if the candidacy is conditioned on a future occurrence; or[.]

(3) Meeting the requirements set forth in WAC 390-16-230 (1) or (2).

[Statutory Authority: RCW 42.17.370, 93-16-064, § 390-05-200, filed 7/30/93, effective 8/30/93. Statutory Authority: RCW 42.17.370(1), 85-15-020 (Order 85-03), § 390-05-200, filed 7/9/85; Order 62, § 390-05-200, filed 8/26/75.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 390-05-205 Definition of term "consumable."

For the purpose of RCW 42.17.020(10) and RCW 42.17.630 (5)(d) the term "consumable[s]" includes the amount paid for food, beverages, preparation, catering[,] or entertainment cost furnished at the event.

[Statutory Authority: RCW 42.17.370, 93-16-064, § 390-05-205, filed 7/30/93, effective 8/30/93. Statutory Authority: RCW 42.17.370(1), 85-15-020 (Order 85-03), § 390-05-205, filed 7/9/85; Order 63, § 390-05-205, filed 9/10/75.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 390-05-210 Definition—Contribution. (1) The term "contribution" as defined in RCW 42.17.020(10) and RCW 42.17.630(5) shall be deemed to include, among other things, furnishing services or property or rights on a discriminatory basis or at less than their fair market value as defined in WAC 390-05-235, for the purpose of assisting any candidate or political committee. When such in-kind contribution of goods or services is provided, it shall be reported at its fair market value, per WAC 390-05-235 and pursuant to RCW 42.17.640, the fair market value is the amount of the contribution to be allocated to the contributor in determining compliance with the contributor's contribution limit.

(2) The following activities are not considered to be contributions or independent campaign expenditures reportable under RCW 42.17.090 or 42.17.100:

(a) News, feature, or editorial comment in a broadcast media program or in a regularly scheduled issue of a printed periodical to communicate ratings, evaluations, endorsements, or recommendations for or against a candidate or ballot proposition: *Provided*, That the medium is controlled by a person whose primary business is broadcasting or publishing and this person is not a candidate or political committee;

(b) Internal publications or other communications containing political comment of (i) a corporation or similar enterprise for its officers, management staff, and stockholders, (ii) of a union, association, or other membership organization for its members, or (iii) of a political party organization or political committee for its contributors;

(c) Messages in the form of reader boards, banners, yard[,] or window signs displayed on a person's own property or property occupied by a person: *Provided*, That any facility used for such political advertising for which a rental charge is normally made shall be reported as an in-kind contribution and shall count towards the contribution limit of the person providing the facility.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-05-210, filed 7/30/93, effective 8/30/93; 91-14-041, § 390-05-210, filed 6/27/91, effective 7/28/91. Statutory Authority: RCW 42.17.370(1). 88-14-064 (Order 88-02), § 390-05-210, filed 7/1/88; 85-15-020 (Order 85-03), § 390-05-210, filed 7/9/85; Order 62, § 390-05-210, filed 8/26/75.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 390-05-215 Receipt of a campaign contribution. "Receipt" of a campaign contribution, as that term is used in chapter 42.17 RCW, shall be deemed to occur at the earliest of the following:

(1) The date that the candidate, treasurer, deputy treasurer, campaign manager, campaign chairperson or similarly situated campaign official obtains possession of the contribution, or

(2) The date that the candidate, treasurer, deputy treasurer, campaign manager, campaign chairperson or similarly situated campaign official is informed of the contribution, or becomes aware that the campaign, or in the case of an earmarked contribution, the intermediary or conduit, has possession of the contribution, or

(3) The date that the contribution becomes available for use by the candidate or committee.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-05-215, filed 7/30/93, effective 8/30/93; 92-05-081, § 390-05-215, filed 2/18/92, effective 3/20/92.]

WAC 390-05-235 Definition—Fair market value.

(1) "Fair market value" or "value" when used in the act or rules is the amount in cash which a well-informed buyer or lessee, willing but not obligated to buy or lease that property, would pay, and which a well-informed seller, or lessor, willing but not obligated to sell or lease it, would accept, taking into consideration all uses to which the property is adapted and might in reason be applied.

(2)(a) Any person who donates an item for sale, raffle, auction or awarding at a fund raising event is making a

contribution to the recipient candidate or political committee in an amount equal to the fair market value of the item donated.

(b) Any person who buys a donated item makes a contribution equal in value to the difference between the purchase or auction price and the fair market value of the donated item.

(c) If the purchase or auction price is the same as the fair market value, the buyer's contribution is zero. If the purchase or auction price is less than the fair market value, the buyer's contribution is zero and the donor's contribution is reduced to the amount of the sale or auction price.

(3) The value of any in-kind contribution donated to any candidate or political committee subject to contribution limits pursuant to RCW 42.17.640 shall not, when combined with other contributions to that candidate or political committee, exceed the donor's applicable contribution limit as set forth in RCW 42.17.640. The value of an in-kind contribution donated as an exempt contribution to a bona fide political party committee or other political committee eligible to receive exempt funds is only subject to the limit imposed by RCW 42.17.105(8).

(4)(a) Except as provided in WAC 390-16-207, if a person permits a candidate, a candidate's authorized committee or a political committee to use the telephones of a business, union, organization or other entity without charge for the purpose of making local campaign-related calls, the telephone usage is an in-kind contribution and shall be valued at its fair market value or, if no fair market value is ascertainable, one dollar per telephone per calendar day or part thereof.

(b) If toll calls are permitted, the toll charges are also an in-kind contribution unless the candidate, the candidate's authorized committee or the political committee reimburses the person in full within thirty days of making the toll calls.

[Statutory Authority: RCW 42.17.370. 93-22-002, § 390-05-235, filed 10/20/93, effective 11/20/93. Statutory Authority: RCW 42.17.370(1). 79-08-046 (Order 79-03), § 390-05-235, filed 7/19/79.]

Chapter 390-12 WAC

ADMINISTRATIVE PROCEDURES

WAC

390-12-170

Public disclosure commission—Organization and structure—Officers—Terms.

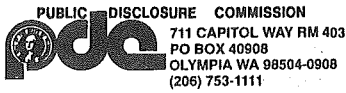
WAC 390-12-170 Public disclosure commission—Organization and structure—Officers—Terms. The officers of the public disclosure commission for administrative purposes shall be chair, vice chair and secretary. Their terms shall be one year or until a successor is elected.

[Statutory Authority: RCW 42.17.370. 93-19-034, § 390-12-170, filed 9/7/93, effective 10/8/93. Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-12-170, filed 7/9/85; Order 62, § 390-12-170, filed 8/26/75; Order 14, § 390-12-170, filed 7/31/73.]

Chapter 390-16 WAC**FORMS FOR CAMPAIGN FINANCING
REPORTING—CONTRIBUTIONS****WAC**

390-16-011	Forms—Registration statement for political committees.
390-16-012	Forms—Registration statement for candidates.
390-16-031	Forms for statement of contributions deposit.
390-16-034	Additional reporting requirements.
390-16-038	Definition—Aggregate.
390-16-041	Forms—Summary of total contributions and expenditures.
390-16-044	Statewide ballot issue signature gathering expense—Reporting.
390-16-207	In-kind contributions and expenditures—Reporting.
390-16-226	Loans.
390-16-230	Surplus campaign funds—Use in future.
390-16-232	Same office last sought.
390-16-234	Transfers of surplus funds.
390-16-240	Earmarked contributions—Definition and use.
390-16-308	Identification of source of contribution.
390-16-310	Limitations on contributions.
390-16-312	Handling contributions of uncertain origin.

WAC 390-16-011 Forms—Registration statement for political committees. The official form for providing [the] statement [of] [or] organization by political committees[,] for designating [a] campaign treasurer and depository and for reporting information required to qualify for abbreviated campaign finance reporting is designated "C-1pc," revised 4/93. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.


**REGISTRATION:
CANDIDATES/CANDIDATE COMMITTEE**

Candidate's Name (Do not abbreviate. Include candidate's full name)

Candidate's Committee Name (Do not abbreviate.)

Mailing Address

City

County

Zip + 4

C1

(4/93)

 PDC OFFICE USE
 P
M
A
R
K

R
E
C
E
I
V
E
D

1. What office are you running for?

Office

District, County or City

Position No.

2. Political party (if partisan office)

3. Date of general or special election

4. How much do you plan to spend during your entire election campaign, including the primary and general elections? Based on that estimate, choose one of the reporting options below.

If no box is checked you are obligated to use Option III, Full Reporting. See instruction manuals for information about reports required and changing reporting options.

☐ **Option I MINI REPORTING**

I will limit contributions or expenditures during this campaign to my filing fee of \$ _____ plus no more than \$500, including charges for the voters pamphlet. I will accept no more than \$200 in the aggregate from any contributor except myself.

☐ **Option II ABBREVIATED REPORTING**

I will use the Abbreviated Reporting System. I will raise and spend no more than \$2,000 and will accept no more than \$200 in the aggregate from any contributor except myself.

☐ **Option III FULL REPORTING**

I will use the Full Reporting System. I understand frequent, detailed reports are required.

5. Treasurer's Name and Address (Candidate may be treasurer.) (List deputy treasurers on attached sheet.)

Daytime Telephone Number

()

6. Committee's Principal Officers. List name, address and title.

7. Campaign Bank or Depository

Branch

City

8. Related or Affiliated Political Committees. List name, address and relationship.

9. Campaign records are to be open for public inspection the last eight days before election. (Two hours daily between 8 AM - 8 PM, Monday - Friday.) Show location and hours below:

Street Address (Do not use a Post Office Box Number)

Hours

10. Fair Campaign Practices: All candidates and committee officers are encouraged to subscribe to the Code of Fair Campaign Practices printed in the instruction manuals.



11. CERTIFICATION:

I certify that this report is true, complete and correct to the best of my knowledge.

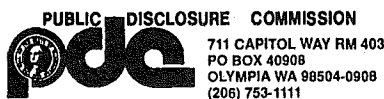
Candidate's signature

Date

Please advise us about which forms and instructions you need. Remember, candidates must file a Financial Affairs Statement (F-1) unless a current one is already on file with PDC. Check all boxes which apply.

- ☐ I already have financial affairs and campaign disclosure forms and instructions.
- ☐ I am using Mini Reporting and, therefore, do not need the other campaign disclosure forms. In addition, I have already filed my Financial Affairs Statement and need no additional F-1 forms.
- ☐ I will obtain all forms and instructions from my county elections office.
- ☐ I want PDC to mail me: ☐ the F-1 instruction booklet (which includes forms) ☐ the appropriate campaign disclosure forms and instructions.

 DISTRIBUTION OF THIS REPORT:
 ORIGINAL — Public Disclosure Commission
 COPY — County Elections Dept. (Auditor)
 COPY — Your own records



PDC FORM C1	CANDIDATE REGISTRATION STATEMENT
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INSTRUCTIONS

Please consult PDC instruction manuals when completing this report.
Reporting requirements are contained in and governed by chapters 42.17 RCW and 390-16 WAC.

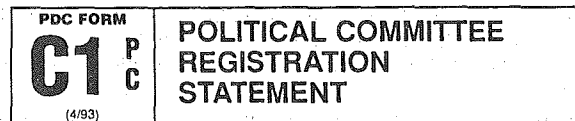
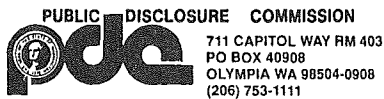
- | | |
|-------------------------------------|---|
| WHO MUST FILE | Candidates who run for state or local office in jurisdictions that had 5,000 or more registered voters as of the last general election or in jurisdictions covering an entire county. |
| WHEN TO FILE | <u>Within 2 weeks of becoming a candidate</u> (that is, receiving contributions, making expenditures, announcing candidacy, reserving space or filing for office, whichever occurs first). File an amended registration within 10 days of changes affecting accuracy of previously filed C-1. Report is considered filed as of postmark date or date hand-delivered to PDC. |
| WHERE TO FILE | Send the original to PDC at the above address. Send a copy to County Auditor (County Elections Department) of the county in which the candidate resides. |
| REPORTING OPTIONS | <p><u>Option I (MINI)</u>: May be used by candidates who raise and spend no more than \$500 on their campaigns (including personal funds), in addition to the filing fee amount. Limited to receiving \$200 or less from any contributor other than the candidate (who may give the entire \$500).</p> <p><u>Option II (ABBREVIATED)</u>: May be used by candidates who raise and spend no more than \$2,000 on their campaigns (including personal funds). Filing fee costs count toward this limit. No more than \$200 may be accepted from any contributor other than the candidate.</p> <p><u>Option III (FULL)</u>: Required of candidates who do not qualify for Mini or Abbreviated Reporting. Frequent, detailed reports of contributions and expenditures are required as long as the campaign account remains open.</p> |
| OTHER REPORTS | <p><u>F-1 (Financial Affairs Statement)</u>: Filed by candidates within 2 weeks of becoming a candidate, unless a previous F-1 filing has been made in the same calendar year.</p> <p><u>C-3 (Cash Receipts Report)</u>: Used with Full Reporting only.</p> <p><u>C-4 (Contribution and Expenditure Report)</u>: Used with Full Reporting only.</p> <p><u>C-4 ABB (Receipts and Expenditures Summary)</u>: Filed by candidates using Abbreviated Reporting.</p> |
| FAIR CAMPAIGN PRACTICES CODE | This is a voluntary code adopted by PDC to stress the importance of ethical campaign practices. All candidates and campaign workers are encouraged to follow the Code's principles. |

For assistance, call or write PDC!

[Statutory Authority: RCW 42.17.370. 93-15-004, § 390-16-011, filed 7/7/93, effective 8/7/93; 92-18-002, § 390-16-011, filed 8/20/92, effective 9/20/92; 91-22-033, § 390-16-011, filed 10/30/91, effective 11/30/91; 89-20-068, § 390-16-011, filed 10/4/89, effective 11/4/89. Statutory Authority: RCW 42.17.370(1). 86-04-071 (Order 86-01), § 390-16-011, filed 2/5/86; 82-11-026 (Order 82-03), § 390-16-011, filed 5/10/82; 82-02-007 (Order 81-04), § 390-16-011, filed 12/28/81; Order 91, § 390-16-011, filed 7/22/77; Order 62, § 390-16-011, filed 8/26/75; Order 60, § 390-16-011, filed 7/16/75.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 390-16-012 Forms—Registration statement for candidates. The official form for providing the statement of organization by candidates and candidate's committees, for designating a campaign treasurer and depository and for reporting information required to qualify for mini campaign finance reporting or abbreviated campaign finance reporting is designated "C-1," revised 4/93. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington, 98504. Any attachments shall be on 8-1/2" x 11" white paper.



INSTRUCTIONS

Please consult PDC instruction manuals when completing this report.

Reporting requirements are contained in and governed by chapters 42.17 RCW and 390-16 WAC.

- WHO MUST FILE** Persons, committees, organizations and groups that receive contributions and make expenditures in support of or opposition to: candidates in jurisdictions of 5,000 or more registered voters as of the last general election; statewide ballot issues; or local ballot issues in jurisdictions with 1,000 or more registered voters as of the last general election.
- WHEN TO FILE** Within 2 weeks of organizing a committee or first expecting to receive contributions or make expenditures, whichever occurs first. **(Committees that organize within three weeks of an election must file within three business days of forming or of expecting to receive contributions or make expenditures.)** File an amended C-1pc form within 10 days of significant changes to the registration information provided. Continuing political committees using Abbreviated Reporting must also file a C-1pc annually in January. Reports are considered filed as of the postmark date or date hand-delivered to PDC.
- WHERE TO FILE** Send the **original to PDC** at the above address. Send a **copy to the County Auditor** (County Elections Department) of the county in which the committee headquarters is located. If there is no headquarters, send to the County Auditor of the county in which the treasurer resides.
- REPORTING OPTIONS** Abbreviated Reporting: May be used by committees that raise and spend no more than \$2,000 on their campaign activities. No more than \$200 may be accepted from any contributor. A 10th-of-the-month post primary, general or special election C-4 ABB report is required. Continuing committees re-register annually and file a year-end C-4 ABB by January 10 for any year in which they do not participate in an election.
- Full Reporting: Required of all committees that do not qualify for Abbreviated Reporting. Frequent, detailed reports of contributions and expenditures are required until the committee is disbanded and the campaign account is closed.
- OTHER REPORTS** C-3 (Cash Receipts Report): Used with Full Reporting only.
- C-4 (Contribution and Expenditure Report): Used with Full Reporting only.
- C-4 ABB (Receipts and Expenditures Summary): Filed by candidates and committees using Abbreviated Reporting.
- Special Report E (Earmarked Contributions Report): Filed by committees that receive funds earmarked for use on behalf of a candidate or another political committee.
- FAIR CAMPAIGN PRACTICES CODE** This is a voluntary code adopted by PDC to stress the importance of ethical campaign practices. All committee members and supporters are encouraged to follow the Code's principles.

For assistance, call or write PDC!

Campaign Financing Reporting

390-16-012



REGISTRATION: POLITICAL COMMITTEES

C1P
(4/93)

PDC OFFICE USE
P
M
O
A
R
K

R
E
C
E
I
V
E
D

Committee Name (Show entire official name.)

Acronym

Mailing Address

City

County

Zip + 4

NEW REGISTRATION OR UPDATE OF PRIOR REGISTRATION?

☐ NEW: Complete all items in the registration

☐ AMENDED: Supply the information below which has changed

COMMITTEE STATUS

☐ Continuing committee

☐ 19____ election only; election date _____

1. What is the purpose or description of the committee?

☐ Bona Fide Political Party Committee (official state or county central committee or legislative district committee). If you are not supporting the entire party ticket, attach a list or specify here the names of the candidates you support. _____

☐ Ballot Committee (Initiative, Bond, Levy, Recall, etc.)
Name or description of ballot measure: _____

Ballot Number

FOR

AGAINST

☐ Political Action Committee, Political Club or Organization (including party clubs). If PAC is associated with a business, association, labor union, or similar entity, specify name: _____

☐ Other. Explain on attached sheet.

2. Related or affiliated committees. List name, address and relationship.

3. HOW MUCH DO YOU PLAN TO SPEND DURING THIS ENTIRE ELECTION CAMPAIGN, INCLUDING THE PRIMARY AND GENERAL ELECTIONS? BASED ON THAT ESTIMATE, CHOOSE ONE OF THE REPORTING OPTIONS BELOW. (If the committee is a continuing organization, estimate spending on a calendar year basis.)

If no box is checked you are obligated to use Full Reporting. See reporting instruction booklets for information about reports required and changing reporting options.

☐ ABBREVIATED REPORTING

We will use the Abbreviated Reporting System. We will raise and spend no more than \$2,000 and will accept no more than \$200 in the aggregate from any one contributor.

☐ FULL REPORTING

We will use the Full Reporting System. We understand this means we must file the frequent, detailed reports required by law.

4. Treasurer's Name and Address (List deputy treasurers on attached sheet.)

Daytime Telephone Number

()

5. Committee's Principal Officers. List name, address and title.

6. Campaign Bank or Depository.

Branch

City

7. Campaign records are to be open for public inspection the last eight days before the election. (Two hours daily between 8 AM - 8 PM, Monday - Friday.) Show location and hours below:

Street Address (Do not use a Post Office Box Number)

Hours

8. Fair Campaign Practices: All committee officers are encouraged to subscribe to the Code of Fair Campaign Practices printed in campaign instruction booklets.



9. Signature and Certification. I certify that this statement is true, complete and correct to the best of my knowledge.

Committee treasurer's signature

Date

Need campaign finance forms and instructions for the reporting system selected?

Please check one of the following boxes:

☐ I already have forms and instructions.

☐ I will get forms and instructions from my county elections office.

☐ I want the Public Disclosure Commission to mail me the proper forms and instructions.

PDC form C-1 (Rev. 4/93)

See Instructions on reverse

[Statutory Authority: RCW 42.17.370. 93-15-004, § 390-16-012, filed 7/7/93, effective 8/7/93; 92-18-002, § 390-16-012, filed 8/20/92, effective 9/20/92; 89-20-068, § 390-16-012, filed 10/4/89, effective 11/4/89.]

WAC 390-16-031 Forms for statement of contributions deposit. The official form for statement of contributions deposit is designated "C-3," revised 3/93. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.

390-16-031



C3
(3/93)

MARK
POST
RECEIVED

Office Sought (candidates)

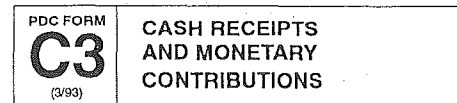
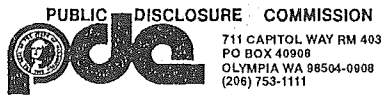
Total

Total given by this person during campaign or year

Sub-total
Amount from
attached pages

Data

SEE INSTRUCTIONS ON REVERSE



INSTRUCTIONS

Please consult PDC instruction manuals when completing this report.
Reporting requirements are contained in and governed by chapters 42.17 and 390-16 WAC.

2rew

GENERAL
GUIDELINES

- 1) All contributions and miscellaneous receipts must be deposited into the campaign bank account. Complete a C-3 for each bank deposit. File the reports as described below.
- 2) Anonymous contributions (those for which you do not have the contributor's name and address) are limited to the larger of \$300 or 1% of the total contributions received to date for this election. Unidentified small contributions raised through qualifying fund raising events do not count toward the anonymous contribution limit.
- 3) A candidate's cash contributions to the campaign are reported on Form C-3. Loans from the candidate are reported on line 1c of the C-3 as well as Schedule L. Unreimbursed out-of-pocket expenditures are reported as in-kind contributions on Schedule B to the C-4. Reimbursed out-of-pocket expenditures are reported on Schedule A to the C-4.
- 4) Contributions of \$25 or less may be combined and the total amount reported on line 3e of the C-3. While the names and addresses of contributors giving \$25 or less need not be reported, treasurers must keep a private list of these small contributors and the amounts given. When the total donated by any of these contributors exceeds \$25, that person's name and address must be included on the relevant C-3 report.
- 5) During the 21 days before the general election, contributions from one source may not exceed \$50,000 to a state-wide candidate or \$5,000 to any other candidate or committee. These limits do not apply to contributions received from major WA State political parties.

WHO MUST FILE

Treasurer of each candidate and political committee using Full Reporting. No C-3s are filed with Mini and Abbreviated Reporting. C-3 reports may be signed by designated deputy treasurers.

FILING DATES

During the four months or more before the general or a special election (prior to July 1 for general elections), file C-3s each time a C-4 report is filed.

Within four months or less before the general or special election (beginning July 1 for general elections), file the C-3 on the same day the bank deposit is made. (Contributions are to be deposited within five business days of receipt.)

WHERE TO FILE

Send original C-3 reports, along with Schedule L's, if necessary, to PDC at the above address. Candidates send a duplicate copy to their County Auditor (County Elections Department). Political committees send a copy to County Auditor of the county in which their headquarters is located or, if no headquarters, the county in which their treasurer resides.

CONTRIBUTIONS
OVER \$500

During the 7 days before the primary and the 21 days before the general election, candidates and committees must file special reports of each contribution received that exceeds \$500. The report discloses the amount of the contribution, the date received, the name and address of the donor as well as the name and address of the recipient.

If possible, a written report (C-3 form, telegram, mailgram, or nightletter) of these large contributions should be delivered to PDC within 48 hours (or the first working day after receipt). Otherwise, call PDC with the information required within the 48-hour or first-working day timeframe and mail written confirmation of this telephone report within two days of receiving the contribution.

Any political committee, lobbyist or lobbyist employer ^{which} makes a contribution over \$500 during the 7 days before the primary or 21 days before the general election must notify PDC and the recipient of the contribution within 24 hours or the first working day after the contribution was made.

For assistance, call or write PDC!

[Statutory Authority: RCW 42.17.370. 93-09-002, § 390-16-031, filed 4/8/93, effective 5/9/93; 89-20-068, § 390-16-031, filed 10/4/89, effective 11/5/89. Statutory Authority: RCW 42.17.370(1). 86-04-071 (Order 86-01), § 390-16-031, filed 2/5/86; 84-05-018 (Order 84-01), § 390-16-031, filed 2/10/84; 82-11-026 (Order 82-03), § 390-16-031, filed 5/10/82; 82-02-007 (Order 81-04), § 390-16-031, filed 12/28/81; 81-14-038 (Order 81-02), § 390-16-031, filed 6/29/81; Order 62, § 390-16-031, filed 8/26/75; Order 60, § 390-16-031, filed 7/16/75.]

WAC 390-16-034 Additional reporting requirements. Pursuant to RCW 42.17.090 (1)(j), each report required under RCW 42.17.080 (1) and (2) shall disclose, in addition to the name and address of each person who has made one or more contributions in the aggregate amount of one hundred dollars or more, the occupation and the name and address of the person's employer.

[Statutory Authority: RCW 42.17.370. 93-24-003, § 390-16-034, filed 11/18/93, effective 12/19/93.]

WAC 390-16-038 Definition—Aggregate. The term "aggregate" means, for purposes of:

(1) A candidate for state office, the total amount of contributions received by the candidate, an agent of the candidate and any political committee affiliated with the candidate from the beginning of the election cycle;

(2) A candidate for local or judicial office, the total amount of contributions received by the candidate, an agent of the candidate and any political committee affiliated with the candidate from the beginning of the candidate's campaign;

(3) A bona fide political party or legislative caucus committee, the total amount of contributions received by the committee from January 1 of the current calendar year;

(4) A political committee, the total amount of contributions received by the committee from the date of organization;

(5) A continuing political committee, the total amount of contributions received by the committee from January 1 of the current calendar year;

(6) A contributor, the total amount of all contributions from a person, and any person affiliated with the person, to any one candidate or political committee;

(7) A person making independent campaign expenditures, the total amount of expenditures made to a person or vendor during the period for which the report is submitted;

(8) The special reports required by RCW 42.17.105 and 42.17.175, the total amount of contributions received or expenditures made by a single person or entity during the special reporting period;

(9) An employer of a registered lobbyist, the total amount of all contributions made to a political committee supporting or opposing a candidate for state office, or to a political committee supporting or opposing a state-wide ballot proposition during the preceding calendar year;

(10) The sponsor of a grass roots lobbying campaign, the total amount of contributions received since the beginning of the campaign and the total amount of expenditures made during the time frames specified in RCW 42.17.200(1);

(11) RCW 42.17.245, the total amount of all time and demand deposits in each financial institution on December 31;

(12) RCW 42.17.395(4), the total amount of monetary penalty that the commission may impose for multiple violations of the act.

[Statutory Authority: RCW 42.17.370. 93-22-002, § 390-16-038, filed 10/20/93, effective 11/20/93. Statutory Authority: RCW 42.17.370(1). 86-04-071 (Order 86-01), § 390-16-038, filed 2/5/86; Order 62, § 390-16-038, filed 8/26/75.]

WAC 390-16-041 Forms—Summary of total contributions and expenditures. (1) The official form for reports of contributions and expenditures by local and judicial candidates and political committees who use the "full" reporting option is designated "C-4," revised 3/93, and includes Schedule A, revised 3/93, Schedule B, revised 3/93, Schedule C, revised 3/93, and Schedule L, revised 1/90.

[(1)][(2)] The official form for reports of contributions and expenditures by candidates for the state legislature or state executive office and who use the "full" reporting option is designated C-4, revised 1/90, and includes Schedule A-s/l, revised 10/91, Schedule B-s/l, revised 10/91, Schedule C, revised 3/93, and Schedule L, revised 1/90.

(3) The official form for reports of contributions and expenditures by candidates and political committees who use the "abbreviated" reporting option is designated "C-4abb," revised 7/92.

(4) Copies of these forms are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.



SUMMARY, FULL REPORT RECEIPTS AND EXPENDITURE

C4
(3/93)

PDC OFFICE USE

 MARK
POST
RECEIVED

Candidate or committee name (Do not abbreviate. Use full name.)

Mailing Address

City

County

Zip + 4

Report
Period
Covered

From: (last C-4)

To: (end of period)

Is this your final report? Yes _____ No _____

RECEIPTS

1. Previous total cash and in kind contributions (From line 8, last C-4)
(If beginning a new campaign or calendar year, see instruction booklet) _____
2. Cash received (From line 2, Schedule A) _____
3. In kind contributions received (From line 1, Schedule B) _____
4. Total Cash and in kind contributions received this period (Line 2 plus 3) _____
5. Loan principal repayments made (From line 2, Schedule L) _____ ()
6. Corrections (From line 1 or 3, Schedule C) _____ Show + or (-) _____
7. Net adjustments this period (Combine line 5 & 6) _____ Show + or (-) _____
8. Total cash and in kind contributions during campaign (Combine lines 1, 4 & 7) _____
9. Total pledge payments due (From line 2, Schedule B) _____ ()

EXPENDITURES

10. Previous total cash and in kind expenditures (From line 17, last C-4)
(If beginning a new campaign or calendar year, see instruction booklet) _____
11. Total cash expenditures (From line 4, Schedule A or line 5, Schedule A-s/l) _____
12. In kind expenditures (goods & services) (From line 1, Schedule B) _____
13. Total cash and in kind expenditures made this period (Line 11 plus line 12) _____
14. Loan principal repayments made (From line 2, Schedule L) _____ ()
15. Corrections (From line 2 or 3, Schedule C) _____ Show + or (-) _____
16. Net adjustments this period (Combine lines 14 & 15) _____ Show + or (-) _____
17. Total cash and in kind expenditures during campaign (Combine lines 10, 13 and 16) _____

CANDIDATES

Please complete:

	Won	Lost	Unopposed	Name not on ballot
Primary election	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General election	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Treasurer's Daytime Telephone No.:

() -

CASH SUMMARY

18. Cash on hand (Line 8 minus line 17) _____
(Line 18 should equal your checkbook balance plus your petty cash balance.)
19. Liabilities: (Sum of loans and debts owed) _____ ()
20. Balance (Surplus or deficit) (Line 18 minus line 19) _____

CERTIFICATION: I certify that the information herein and on accompanying schedules and attachments is true to the best of my knowledge.

Candidate's Signature

Date

Treasurer's Signature

Date



PDC FORM C4 (3/93)	CONTRIBUTION AND EXPENDITURE SUMMARY
---------------------------------	---

INSTRUCTIONS

Please consult PDC instruction manuals when completing this report.
Reporting requirements are contained in and governed by chapters 42.17 and 390-16 WAC. ✓

- WHO MUST FILE** Each candidate and political committee using Full Reporting.
- FILING DATES**
- 1) File with C-1 (Registration) if you received contributions or made expenditures before registering.
 - 2) File on the 10th of each month if contributions or expenditures were over \$200 since last C-4 was filed. (Note: These 10th-of-the-month reports are not required if another C-4 must be filed during that month. See #3 below.)
 - 3) For each primary, general and special election in which the candidate or political committee makes an expenditure, file
 - ◆ 21 days prior to the election
 - ◆ 7 days prior to the election
 - ◆ 10th of the first month after the election*

(*Not required after primary from candidates who will be in the general election or from continuing political committees.)

4) File final report when campaign is finished or committee closes operation. Often, this coincides with the primary or general post-election, 10th-of-the-month report.

All reports are considered filed as on the postmark date or the date hand-delivered to PDC.

SCHEDULES AND ATTACHMENTS

State executive and legislative candidates will file Schedules A-s/I, B-s/I, C and L, as appropriate, along with the C-4.)-NO bl

Judicial and local office candidates and all political committees will file Schedules A, B, C and L, as appropriate, along with their C-4 reports.

All candidates and committees must attach any C-3 reports that were due but not filed.

WHERE TO SEND REPORTS

Send original C-4 reports along with any attachments to PDC at the above address. Candidates send a duplicate copy to their County Auditor (County Elections Department). Political committees send a copy to County Auditor of the county in which their headquarters is located or, if no headquarters, the county in which their treasurer resides.

OTHER REPORTS

C-3 (Cash receipts Report): Used with Full Reporting only.

C-4 (Contribution and Expenditure Report): Used with Full Reporting only.

C-4 ABB (Receipts and Expenditures Summary): Filed by candidates using Abbreviated Reporting.

Special Report E (Earmarked Contributions Report): Filed by committees that receive funds earmarked for use on behalf of another candidate or committee.

For assistance, call or write PDC!

CASH RECEIPTS AND EXPENDITURESCHEDULE
to C4 **A**

Candidate or committee name (Do not abbreviate. Use full name.)

1. CASH RECEIPTS (Contributions) which have been reported on C3. List each deposit made since last C4 report was submitted.

Date of deposit	Amount	Date of deposit	Amount	Date of deposit	Amount	Total deposits

2. TOTAL CASH RECEIPTS

Enter also on line 2 of C4

CODES FOR CLASSIFYING EXPENDITURES: If one of the following codes is used to describe an expenditure, no other description is generally needed. The exceptions are: 1) if expenditures are in-kind or earmarked contributions to another candidate or committee or independent expenditures that benefit another candidate or committee, identify the candidate or committee in the Description block; and 2) when reporting payments to vendors for travel expenses, identify the traveller in the Description block.

CODE
DEFINITIONS
ON REVERSE

C - Contributions (monetary, in-kind & transfers)
I - Independent Expenditures
L - Literature, Brochures, Printing
B - Broadcast Advertising (Radio, TV)
N - Newspaper and Periodical Advertising
O - Other Advertising (yard signs, buttons, etc.)

P - Postage, Mailing Permits
S - Surveys and Polls
F - Fundraising Event Expenses
T - Travel, Accommodations, Meals
M - Management/Consulting Services
W - Wages, Salaries, Benefits
G - General Operation and Overhead

3. EXPENDITURES

a) Expenditures of \$50 or less, including those from petty cash, need not be itemized. Add up these expenditures and show the total in the amount column on the first line below.

b) Itemize each expenditure of more than \$50 by date paid, name and address of vendor, code/description, and amount.

c) For each payment to a candidate, campaign worker, PR firm, advertising agency or credit card company, attach a list of detailed expenses or copies of receipts/invoices supporting the payment.

Date Paid	Vendor or Recipient ← (Name and Address)	Code	Purpose of Expense and/or Description	Amount
N/A	Expenses of \$50 or less	N/A	N/A	

Total from attached pages

4. TOTAL CASH EXPENDITURES

Enter also on line 11 of C4

EXPENDITURE CODE DEFINITIONS AND USES

- "C" MONETARY, IN-KIND AND EARMARKED CONTRIBUTIONS** (including transfers) your campaign makes to other candidates and committees. Put a "C" in the Code column, in the Description column, specify who was benefited and, if in-kind, what was purchased, and put the amount in "Contribution to Others."
- "I" INDEPENDENT EXPENDITURES** (those expenditures that benefit other candidates or committees but are made independently of them). Put an "I" in the Code column, fully describe purpose and put the amount in "Contribution to Others."
- "L" LITERATURE.** Use "L" for expenditures made for the preparation and production of campaign literature and printed solicitations, including expenditures for mailing lists, design, photography, copy, layout, printing and reproduction. Use "P" for literature mailing costs.
- "B" BROADCAST ADVERTISING.** Use "B" for expenditures associated with the production and purchase of radio and television advertising.
- "N" NEWSPAPER & PERIODICAL ADVERTISING.** Use "N" for expenditures associated with the production and purchase of advertising in newspapers, periodicals and other publications.
- "O" OTHER ADVERTISING.** Use "O" for expenditures associated with the production and purchase of advertising on billboards, yard signs and campaign paraphernalia such as buttons, bumper stickers, T-shirts, etc.
- "P" POSTAGE.** Use "P" for expenditures for stamps, postage, United Parcel Service, Federal Express and direct mail services (postage only). Use "L" for design and other production costs associated with producing campaign literature.
- "F" FUNDRAISING EVENTS.** Use "F" for expenditures associated with holding a fundraiser, including payments to restaurants, hotels, caterers, other food and refreshment vendors, entertainers and speakers. Use "L" for expenditures for printed matter produced in connection with fundraising events.
- "S" SURVEYS AND POLLS.** Use "S" for expenditures associated with designing or producing polls, reports on election trends, voter surveys, telemarketing, telephone banks, GOTV drives, etc.
- "T" TRAVEL, ACCOMMODATIONS, MEALS.** Use "T" for expenditures associated with travel. If vendor has been paid directly, identify the traveller in Description column. If travel payment was made to credit card company or traveller (for out-of-pocket expenses), itemize expenses on separate sheet and attach to Sch. A-6/H.
- "M" MANAGEMENT AND CONSULTING SERVICES.** Use "M" for salaries, fees and commissions paid to campaign management companies and contract consultants, including law firms, whether the person is retained or formally employed by the campaign (for tax withholding purposes).
- "W" WAGES, SALARIES, BENEFITS.** Use "W" for expenditures associated with hiring campaign employees and other freelance workers who provide miscellaneous services other than campaign management or consulting.
- "G" GENERAL OPERATION AND OVERHEAD.** Use "G" for general campaign operating expenses and overhead, including filing fees, miscellaneous campaign expenses, headquarters rental, utilities, and purchase or rental of office equipment and furniture. ~~(Note: these are campaign-related expenses, not costs associated with holding public office.)~~

(for the campaign.)

SCHEDULE
to C4

B
(3/93)

1. IN KIND CONTRIBUTIONS RECEIVED (goods, services, discounts, etc.)

2. PLEDGES RECEIVED BUT NOT YET PAID. List each pledge of \$100.00 or more.

3. ORDERS PLACED, DEBTS, OBLIGATIONS, ESTIMATED EXPENDITURES (Excluding loans. Report loans on Schedule L.)

- *Code Definitions on Reverse

EXPENDITURE CODE DEFINITIONS AND USES

- "C" MONETARY, IN-KIND AND EARMARKED CONTRIBUTIONS** (including transfers) your campaign makes to other candidates and committees. Put a "C" in the Code column, in the Description column, specify who was benefited and, if in-kind, what was purchased, and put the amount in "Contribution to Others."
- "I" INDEPENDENT EXPENDITURES** (those expenditures that benefit other candidates or committees but are made independently of them). Put an "I" in the Code column, fully describe purpose and put the amount in "Contribution to Others."
- "L" LITERATURE.** Use "L" for expenditures made for the preparation and production of campaign literature and printed solicitations, including expenditures for mailing lists, design, photography, copy, layout, printing and reproduction. Use "P" for literature mailing costs.
- "B" BROADCAST ADVERTISING.** Use "B" for expenditures associated with the production and purchase of radio and television advertising.
- "N" NEWSPAPER & PERIODICAL ADVERTISING.** Use "N" for expenditures associated with the production and purchase of advertising in newspapers, periodicals and other publications.
- "O" OTHER ADVERTISING.** Use "O" for expenditures associated with the production and purchase of advertising on billboards, yard signs and campaign paraphernalia such as buttons, bumper stickers, T-shirts, etc.
- "P" POSTAGE.** Use "P" for expenditures for stamps, postage, United Parcel Service, Federal Express and direct mail services (postage only). Use "L" for design and other production costs associated with producing campaign literature.
- "F" FUNDRAISING EVENTS.** Use "F" for expenditures associated with holding a fundraiser, including payments to restaurants, hotels, caterers, other food and refreshment vendors, entertainers and speakers. Use "L" for expenditures for printed matter produced in connection with fundraising events.
- "S" SURVEYS AND POLLS.** Use "S" for expenditures associated with designing or producing polls, reports on election trends, voter surveys, telemarketing, telephone banks, GOTV drives, etc.
- "T" TRAVEL, ACCOMMODATIONS, MEALS.** Use "T" for expenditures associated with travel. If vendor has been paid directly, identify the traveller in Description column. If travel payment was made to credit card company or traveller (for out-of-pocket expenses), itemize expenses on separate sheet and attach to Sch. A-s/l.
- "M" MANAGEMENT AND CONSULTING SERVICES.** Use "M" for salaries, fees and commissions paid to campaign management companies and contract consultants, including law firms, whether the person is retained or formally employed by the campaign (for tax withholding purposes).
- "W" WAGES, SALARIES, BENEFITS.** Use "W" for expenditures associated with hiring campaign employees and other freelance workers who provide miscellaneous services other than campaign management or consulting.
- "G" GENERAL OPERATION AND OVERHEAD.** Use "G" for general campaign operating expenses and overhead, including filing fees, miscellaneous campaign expenses, headquarters rental, utilities, and purchase or rental of office equipment and furniture. (Note: these are campaign-related expenses, not costs associated with holding public office.)

*Same as
Reverse of Sch A*

CORRECTIONS

SCHEDULE
to C4 **C**

Candidate or committee name (Do not abbreviate. Use full name.)

Date

1. CONTRIBUTIONS AND RECEIPTS (Include mathematical corrections.)

Date of report	Contributor's name or description of correction	Amount reported	Corrected amount	Difference (+ or -)
----------------	---	-----------------	------------------	---------------------

Total corrections to contributions
Enter on line 6 of C4. Show + or (-).

2. EXPENDITURES (Include mathematical corrections.)

Date of report	Vendor's name or description of correction	Amount reported	Corrected amount	Difference (+ or -)
----------------	--	-----------------	------------------	---------------------

Total corrections to expenditures
Enter on line 15 of C4. Show + or (-).

FROM VENDORS

3. REFUNDS. The below listed amounts have been received as refunds on expenditures previously reported. The refund has been deposited and reported on C3 report, line 1d.

Date of refund	Source/person making refund	Amount of refund
----------------	-----------------------------	------------------

Total refunds
Enter as (-) on line 6 & line 15 of C4.

(3/93)

LOANSSee instructions and
examples on reverse**SCHEDULE**
TO C3
OR C4**L**
(1/90)

Candidate or committee name

1. LOAN RECEIVED.

Date loaned	Lender's name and address	Amount of loan	Annual interest rate	Repayment schedule	Date due
-------------	---------------------------	----------------	----------------------	--------------------	----------

Also include this amount
on line 1c, C3 report →

Name and address of each endorser, co-signer, guarantor or other person liable for the loan:

2. LOAN PAYMENTS.

Date paid	Lender's name and address	Principal paid	Interest paid	Total payment	Balance owed
-----------	---------------------------	----------------	---------------	---------------	--------------

Total Principal Paid →
(Enter also on lines 5 and 14, C-4 report)Total Payments →
(Enter as an expenditure on Schedule A)**3. LOAN FORGIVEN.**

Date	Lender's name and address	Original amount	Principal repaid	Amount forgiven	Balance owed
------	---------------------------	-----------------	------------------	-----------------	--------------

4. LOANS STILL OWED. List each loan which has previously been reported and still has a balance due.

Loan date	Lender's name and address	Original amount	Principal repaid or forgiven	Amount owed
-----------	---------------------------	-----------------	------------------------------	-------------

Subtotal

New loans received during this reporting period

☐ Check here if continued on attached sheet.Total Loans Owed
(Include in total on line 19, C-4 report)



SCHEDULE TO C3 OR C4	L (1/90)	LOANS
----------------------------	--------------------	-------

INSTRUCTIONS

Please consult PDC instruction manuals when completing this schedule.
Reporting requirements are contained in and governed by chapters 42.17 RCW and 390-16 WAC.

- WHO MUST FILE** Each candidate and political committee using full reporting that receives one or more campaign loans.
- FILING DATES** When a loan is received by the campaign, complete Part 1 and file the Schedule L with the C-3 report that corresponds with the loan's deposit into the account. Use a separate schedule for each loan received.
- When a loan is paid or forgiven, in whole or in part, complete Part 2 and/or Part 3 and file the Schedule L with the C-4 covering the period when the payment or forgiveness occurred.
- When one or more loans remain unpaid, complete Part 4 and file the schedule with each C-4 report until all loans are repaid in full or forgiven. (The same schedule may be used to show loan payments, forgiveness information and to show which loans remain unpaid.)

LOAN RECEIVED
(Information would appear on separate Schedule L)

LOAN PAYMENTS

LOAN FORGIVEN

LOANS STILL OWED

LOANS		See instructions and examples on reverse		SCHEDULE TO C3 OR C4		L (1/90)	
Candidate or committee name Adrian Adams for State House							
1. LOAN RECEIVED.							
Date received	Lender's name and address	Amount of loan	Annual interest rate	Repayment schedule	Date due		
2/10/9X	Candidate	\$5,000	12%	\$200/month	Not fixed		
		Also include this amount on line 16, C3 report → \$5,000					
Name and address of each underwriter, co-signer, guarantor or other person liable for the loan: Commercial loan to the candidate from Washington State Bank. Loan co-signed by Sam P. Smith, 145 Boulevard Drive, Podunk, WA and Jane S. Paul, 541 B Street, Podunk, WA. Each guaranteed \$2,500 of the loan.							
2. LOAN PAYMENTS.							
Date paid	Lender's name and address	Principal paid	Interest paid	Total payment	Balance owed		
3/30/9X	Candidate	\$200	\$50	\$250	\$4,800		
3/31/9X	Michael Murray	\$100	None	\$100	\$400		
		Total Principal Paid (Enter also on lines 8 and 14, C-4 report) → \$300					
				Total Payments (Enter on an expenditure on Schedule A) → \$350			
3. LOAN FORGIVEN.							
Date	Lender's name and address	Original amount	Principal repaid	Amount forgiven	Balance owed		
3/15/9X	Kelly Adams	\$250	None	\$150	\$100		
4. LOANS STILL OWED. List each loan which has previously been reported and still has a balance due.							
Loan date	Lender's name and address	Original amount	Principal repaid or forgiven	Amount owed			
2/10/9X	Candidate	\$5,000	\$200	\$4,800			
1/22/9X	Michael Murray	500	100	400			
3/01/9X	Kelly Adams	250	150	100			
3/11/9X	K.M. Lawrence	1,000	0	1,000			
				Subtotal	\$6,300		
				Now loans received during this reporting period	0		
				Total Loans Owed (Include in total on line 19, C-4 report)	\$6,300		
<input type="checkbox"/> Check here if continued on attached sheet.							

CASH RECEIPTS AND EXPENDITURES
STATE EXECUTIVE AND LEGISLATIVE CANDIDATES
SCHEDULE
to C4 **A-S/L**
(10/91)

Candidate or Committee Name (Do not abbreviate. Use full name)

1. CASH RECEIPTS (Contributions) which have been reported on C3. List each deposit since last C4 report was submitted.

Date of Deposit	Amount	Date of Deposit	Amount	Date of Deposit	Amount	Total deposits

2. TOTAL CASH RECEIPTS

Enter also on line 2 of C4

CODES FOR CLASSIFYING EXPENDITURES: If one of the following codes is used to describe an expenditure, no other description is generally needed. The exceptions are: 1) If expenditures are in-kind or earmarked contributions to another candidate or committee or independent expenditures that benefit another candidate or committee, identify that candidate or committee in the Description block; and 2) when reporting payments to vendors for travel expenses, identify the traveller in the Description block.

CODE
DEFINITIONS
ON REVERSE

"C" - Contributions (monetary, in-kind & transfers)
 "I" - Independent Expenditures
 "L" - Literature, Brochures, Printing
 "B" - Broadcast Advertising (Radio, TV)
 "N" - Newspaper and Periodical Advertising
 "O" - Other Advertising (yard signs, buttons, etc.)

"P" - Postage, Mailing Permits
 "S" - Surveys and Polls
 "F" - Fundraising Event Expenses
 "T" - Travel, Accommodations, Meals
 "M" - Management/Consulting Services
 "W" - Wages, Salaries, Benefits
 "G" - General Operation and Overhead

3. EXPENDITURES

- a) Expenditures of \$50 or less, including those from petty cash, need not be itemized. Add up these expenditures by category (Own Campaign, Contribution to Others, etc.), and show the categorical subtotals in the appropriate column on the first line below.
- b) Itemize each expenditure of more than \$50 by date paid, name and address of vendor, code/description, and amount. Put the amount in the appropriate expense category column.
- c) For each payment to a candidate, campaign worker, PR firm, advertising agency or credit card company, attach a list of expenses or copies of receipts/ invoices supporting the payment.

Date Paid	Vendor or Recipient (Name and Address)	Code	Purpose of Expense and/or Description	Own Campaign	Contribution to Others	Public Office	Non-Campaign Misc.
N/A	Expenses of \$50 or Less	N/A	N/A				

Totals From Attached Pages

4. TOTALS BY EXPENSE CATEGORY

1

2

3

4

5. TOTAL CASH EXPENDITURES (Sum of columns 1, 2, 3 & 4)

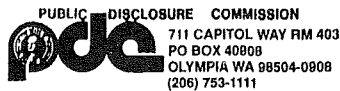
Enter also on line 11 of C4

PDC Form C4, Sch. A-S/L (Rev. 10/91)-I

CODE DEFINITIONS ON REVERSE

EXPENDITURE CODE DEFINITIONS AND USES

- "C" MONETARY, IN-KIND AND EARMARKED CONTRIBUTIONS** (including transfers) your campaign makes to other candidates and committees. Put a "C" in the Code column, in the Description column, specify who was benefited and, if in-kind, what was purchased, and put the amount in "Contribution to Others."
- "I" INDEPENDENT EXPENDITURES** (those expenditures that benefit other candidates or committees but are made independently of them). Put an "I" in the Code column, fully describe purpose and put the amount in "Contribution to Others."
- "L" LITERATURE**. Use "L" for expenditures made for the preparation and production of campaign literature and printed solicitations, including expenditures for mailing lists, design, photography, copy, layout, printing and reproduction. Use "P" for literature mailing costs.
- "B" BROADCAST ADVERTISING**. Use "B" for expenditures associated with the production and purchase of radio and television advertising.
- "N" NEWSPAPER & PERIODICAL ADVERTISING**. Use "N" for expenditures associated with the production and purchase of advertising in newspapers, periodicals and other publications.
- "O" OTHER ADVERTISING**. Use "O" for expenditures associated with the production and purchase of advertising on billboards, yard signs and campaign paraphernalia such as buttons, bumper stickers, T-shirts, etc.
- "P" POSTAGE**. Use "P" for expenditures for stamps, postage, United Parcel Service, Federal Express and direct mail services (postage only). Use "L" for design and other production costs associated with producing campaign literature.
- "F" FUNDRAISING EVENTS**. Use "F" for expenditures associated with holding a fundraiser, including payments to restaurants, hotels, caterers, other food and refreshment vendors, entertainers and speakers. Use "L" for expenditures for printed matter produced in connection with fundraising events.
- "S" SURVEYS AND POLLS**. Use "S" for expenditures associated with designing or producing polls, reports on election trends, voter surveys, telemarketing, telephone banks, GOTV drives, etc.
- "T" TRAVEL, ACCOMMODATIONS, MEALS**. Use "T" for expenditures associated with travel. If vendor has been paid directly, identify the traveller in Description column. If travel payment was made to credit card company or traveller (for out-of-pocket expenses), itemize expenses on separate sheet and attach to Sch. A-s/l.
- "M" MANAGEMENT AND CONSULTING SERVICES**. Use "M" for salaries, fees and commissions paid to campaign management companies and contract consultants, including law firms, whether the person is retained or formally employed by the campaign (for tax withholding purposes).
- "W" WAGES, SALARIES, BENEFITS**. Use "W" for expenditures associated with hiring campaign employees and other freelance workers who provide miscellaneous services other than campaign management or consulting.
- "G" GENERAL OPERATION AND OVERHEAD**. Use "G" for general campaign operating expenses and overhead, including filing fees, miscellaneous campaign expenses, headquarters rental, utilities, and purchase or rental of office equipment and furniture. (Note: these are campaign-related expenses, not costs associated with holding public office.)



ABBREVIATED REPORT RECEIPTS AND EXPENDITURES

**ABB
C4**
(7/92)

P
M
A
R
K

R
E
C
E
I
V
E
D

PDC OFFICE USE

Candidate or Committee Name (Do not abbreviate. Include full name)

Mailing Address

City

County

Zip + 4

1. PERIOD COVERED BY REPORT: From: _____ To: _____ Final Report: Yes _____ No _____

a. **Candidates:** Start of campaign through the end of the month in which the election occurred.

c. **Continuing Committees filing post-election report:** January 1 through end of the month in which election occurred.

b. **Ballot Measure Committees:** Start of campaign through the end of the month in which the election occurred.

d. **Continuing Committees filing annual report:** Calendar year (January 1 through December 31).

2. RECEIPTS

a. Cash on hand from previous campaign or year
(Include money in checking, savings and other accounts)

b. Cash contributions received this campaign or year
(Include monetary contributions, loans, fund raising and cash contributions by a candidate)

c. Total cash receipts (Add lines 2a + 2b)

d. Other contributions, including in-kind
(Include candidate's and committee workers' out of pocket expenditures, donated goods and services, filing fees paid by others and similar non-cash contributions)

e. Total contributions (Add lines 2c + 2d)

3. EXPENSES

a. Cash expenditures

b. Other expenditures. (Enter the amount shown on line 2d above here.
Non-cash contributions are listed as both received and expended.
Disregard any materials which may remain on hand.)

c. Total expenditures (Add lines 3a + 3b)

4. SURPLUS/DEFICIT

a. Cash on hand at end of reporting period (Subtract: line 3a from 2c)

b. Debts and obligations owed

c. Surplus or deficit

CANDIDATES

Won

Lost

Unopposed

Name not on ballot

Please complete: Primary election

General election

☐

☐

☐

☐

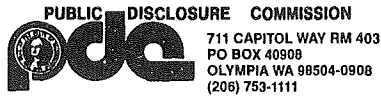
CERTIFICATION: I certify that this report is true and correct to the best of my knowledge.

Candidate's signature

Date

Treasurer's signature (if a political committee)

Date



INSTRUCTIONS

Please consult PDC instruction manuals when completing this report.
Reporting requirements are contained in and governed by chapters 42.17 RCW and 390-16 WAC.

WHO MUST FILE

Each candidate and political committee using Abbreviated Reporting.

FILING DATES

- 1) Special election candidates and political committees supporting or opposing special election candidates or ballot issues file on the 10th of the month following the election.
- 2) Candidates who lose in the primary and political committees supporting or opposing primary election ballot issues file on October 10.
- 3) Candidates who are in the general election and political committees making expenditures supporting or opposing general election candidates or ballot measures file on December 10.
- 4) Continuing political committees not taking part in elections during a year file annual reports on January 10 cover the preceding calendar year.
- 5) A final report is filed whenever a candidate's committee or a political committee ceases operation, disposes of any surplus campaign funds and has a zero account balance. Final reports may be filed at any time and may coincide with one of the due dates listed above.

All reports are considered filed as of the postmark date or the date hand-delivered to PDC.

WHERE TO FILE

Send original C-4 ABB report to PDC at the above address.
Candidates send a duplicate copy to their County Auditor (County Elections Department). Political committees send a copy to County Auditor of the county in which their headquarters is located or, if no headquarters, the county in which their treasurer resides.

For assistance, call or write PDC!

SCHEDULE
to C4

B-S/L
(10/91)

1. IN KIND CONTRIBUTIONS RECEIVED (goods, services, discounts, etc.)

Date Received	Contributor's Name and Address	Description of Contribution	Fair Market Value	Total given by this person during campaign or year
		<div data-bbox="1008 814 1055 827">TOTAL</div> <div data-bbox="831 831 1055 846">(Enter also on lines 3 and 12 of C4)</div>	<div data-bbox="1079 814 1201 819"></div>	

Date Notified of Pledge	Name and Address of Person Making Pledge (including organizations)	Amount	Total given by this person during campaign or year
N/A	Sum of outstanding pledges previously itemized on Schedule B →		N/A
	TOTAL (Enter also on line 9 of C4)	<hr/>	

a. List each debt, obligation or estimated expenditure which is more than \$250.00.
b. List each debt, obligation or estimated expenditure which is more than \$50.00 and has been outstanding for over 30 days.

[illegible]

*Code Definitions on Reverse

EXPENDITURE CODE DEFINITIONS AND USES

- "C" MONETARY, IN-KIND AND EARMARKED CONTRIBUTIONS** (including transfers) your campaign makes to other candidates and committees. Put a "C" in the Code column, in the Description column, specify who was benefited and, if in-kind, what was purchased, and put the amount in "Contribution to Others."
- "I" INDEPENDENT EXPENDITURES** (those expenditures that benefit other candidates or committees but are made independently of them). Put an "I" in the Code column, fully describe purpose and put the amount in "Contribution to Others."
- "L" LITERATURE.** Use "L" for expenditures made for the preparation and production of campaign literature and printed solicitations, including expenditures for mailing lists, design, photography, copy, layout, printing and reproduction. Use "P" for literature mailing costs.
- "B" BROADCAST ADVERTISING.** Use "B" for expenditures associated with the production and purchase of radio and television advertising.
- "N" NEWSPAPER & PERIODICAL ADVERTISING.** Use "N" for expenditures associated with the production and purchase of advertising in newspapers, periodicals and other publications.
- "O" OTHER ADVERTISING.** Use "O" for expenditures associated with the production and purchase of advertising on billboards, yard signs and campaign paraphernalia such as buttons, bumper stickers, T-shirts, etc.
- "P" POSTAGE.** Use "P" for expenditures for stamps, postage, United Parcel Service, Federal Express and direct mail services (postage only). Use "L" for design and other production costs associated with producing campaign literature.
- "F" FUNDRAISING EVENTS.** Use "F" for expenditures associated with holding a fundraiser, including payments to restaurants, hotels, caterers, other food and refreshment vendors, entertainers and speakers. Use "L" for expenditures for printed matter produced in connection with fundraising events.
- "S" SURVEYS AND POLLS.** Use "S" for expenditures associated with designing or producing polls, reports on election trends, voter surveys, telemarketing, telephone banks, GOTV drives, etc.
- "T" TRAVEL, ACCOMMODATIONS, MEALS.** Use "T" for expenditures associated with travel. If vendor has been paid directly, identify the traveller in Description column. If travel payment was made to credit card company or traveller (for out-of-pocket expenses), itemize expenses on separate sheet and attach to Sch. A-s/l.
- "M" MANAGEMENT AND CONSULTING SERVICES.** Use "M" for salaries, fees and commissions paid to campaign management companies and contract consultants, including law firms, whether the person is retained or formally employed by the campaign (for tax withholding purposes).
- "W" WAGES, SALARIES, BENEFITS.** Use "W" for expenditures associated with hiring campaign employees and other freelance workers who provide miscellaneous services other than campaign management or consulting.
- "G" GENERAL OPERATION AND OVERHEAD.** Use "G" for general campaign operating expenses and overhead, including filing fees, miscellaneous campaign expenses, headquarters rental, utilities, and purchase or rental of office equipment and furniture. (Note: these are campaign-related expenses, not costs associated with holding public office.)

[Statutory Authority: RCW 42.17.370. 93-09-002, § 390-16-041, filed 4/8/93, effective 5/9/93; 92-18-002, § 390-16-041, filed 8/20/92, effective 9/20/92; 92-05-080, § 390-16-041, filed 2/18/92, effective 3/20/92; 91-22-033, § 390-16-041, filed 10/30/91, effective 11/30/91; 90-16-083, § 390-16-041, filed 7/31/90, effective 8/31/90; 89-20-068, § 390-16-041, filed 10/4/89, effective 11/4/89. Statutory Authority: RCW 42.17.370(1). 86-08-030 (Order 86-02), § 390-16-041, filed 3/26/86; 86-04-071 (Order 86-01), § 390-16-041, filed 2/5/86; 84-05-018 (Order 84-01), § 390-16-041, filed 2/10/84; 82-11-026 (Order 82-03), § 390-16-041, filed 5/10/82; 82-02-007 (Order 81-04), § 390-16-041, filed 12/28/81; Order 91, § 390-16-041, filed 7/22/77; Order 62, § 390-16-041, filed 8/26/75; Order 60, § 390-16-041, filed 7/16/75.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 390-16-044 Statewide ballot issue signature gathering expense—Reporting. (1) A political committee making expenditures for the purpose of soliciting or procuring signatures on petitions to place an initiative or referendum on a statewide ballot shall report the total expenditures for the reporting period on Schedule A to Form C-4. An attachment to the Schedule A shall include, per RCW 42.17.090 (1)(g), the name, address, and amount paid to each person for the services, and the date of each payment.

(2) When the expenditure in (1) is to a person who employs others to secure signatures, the information on the attachment to Schedule A shall be supplemented with such additional attachments as may be necessary to detail the name and address of each and every other person paid, the amount paid to each, and the date of each payment.

[Statutory Authority: RCW 42.17.370. 93-19-034, § 390-16-044, filed 9/7/93, effective 10/8/93.]

WAC 390-16-207 In-kind contributions and expenditures—Reporting. (1) Whenever a candidate or a political committee makes one or more in-kind expenditures which (i) directly or indirectly, in whole or in part, benefit another identifiable candidate or political committee and (ii) in the aggregate amount to a value of fifty dollars or more in the reporting period, then, for the purpose of complying with the provisions of RCW 42.17.090 (1)(f);

(a) Such candidate or political committee shall identify the candidate or political committee benefitted by such expenditure and state the value thereof; and

(b) The candidate or political committee that receives benefit of such expenditure or expenditures shall report a corresponding amount as a contribution received and as an expenditure made by such candidate or political committee.

(2) Whenever a candidate or a political committee makes an in-kind expenditure which supports or opposes more than one candidate or ballot proposition, the person making such expenditure shall identify each candidate or ballot proposition to which such support or opposition is directed and, if the aggregate expenditure amounts to fifty dollars or more, shall state the prorated amount of the expenditure or expenditures properly attributable to each such candidate or ballot proposition.

(3) Whenever a candidate or political committee provides its equipment, property or other facilities owned, retained, leased or controlled by it to another candidate or political committee, the fair market value of the use of such

equipment, property or other facilities, if it amounts to fifty dollars or more, shall be reported as follows:

(a) By the candidate or political committee providing the equipment, property or other facilities, by attaching to its form C-4, Schedule B, a statement setting forth the name of the candidate or political committee benefitted and the date, description and value of the in-kind contribution made by it;

(b) By the candidate or political committee benefitting from the use of such equipment, property or other facilities, by reporting the value of such use in its Form C-4, Schedule B, both as a contribution and as an expenditure.

(4) Corporations, unions and other entities not prohibited from making contributions by RCW 42.17.640(10) may make available their facilities for volunteer services such as telephone banks without incurring an in-kind contribution so long as the service does not exceed four hours per month in the aggregate for all recipient candidates and political committees. More frequent use of such facilities will constitute an in-kind contribution which must be valued at the fair market value of comparable facilities. "Volunteer services" does not include the production of political advertising, holding fundraising events or providing transportation to candidates or campaign workers of candidates, political parties or caucus committees.

[Statutory Authority: RCW 42.17.370. 93-22-002, § 390-16-207, filed 10/20/93, effective 11/20/93; 93-16-064, § 390-16-207, filed 7/30/93, effective 8/30/93. Statutory Authority: RCW 42.17.370(1). 86-04-071 (Order 86-01), § 390-16-207, filed 2/5/86; 82-14-016 (Order 82-04), § 390-16-207, filed 6/28/82; Order 79, § 390-16-207, filed 6/25/76.]

WAC 390-16-226 Loans. (1) Only loans which are recorded in a written loan agreement executed at the time of the loan and properly reported may be repaid by a candidate or political committee. Surplus campaign funds may only be used to return a contribution to the candidate if the contribution was properly reported as a loan from the candidate.

(2) For purposes of the \$3,000 loan repayment limit imposed by RCW 42.17.125(3), loans by a candidate are aggregated for each primary, general, special or recall election and must be designated accordingly by the candidate at the time the loan is made.

(3) If a candidate makes documented out-of-pocket campaign expenditures on behalf of his or her campaign expecting repayment (not intending to make an in-kind contribution), the campaign committee must repay the candidate within 21 days of the expenditure or the candidate will be deemed to have made a loan to his or her campaign committee which must qualify for repayment under subsections (1) and (2) in order for the candidate to be repaid. Undocumented out-of-pocket campaign expenditures by the candidate are in-kind contributions not eligible for repayment.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-16-226, filed 7/30/93, effective 8/30/93.]

WAC 390-16-230 Surplus campaign funds—Use in future. (1) If at any time in the future or after the last day of the election cycle for candidates as defined in RCW 42.17.630(3) any contribution is received or an expenditure is made from surplus funds for any purpose which would qualify the recipient or person who made the expenditure as a candidate or political committee, it will be presumed the recipient or person who made the expenditure of such funds

has initiated a new candidacy or committee. Surplus funds may only be expended for a new candidacy if the candidate is seeking the same office sought at his or her last election. Within fourteen days of the day such contribution is received or expenditure is made, such candidate or political committee shall file (a) a final report for the previous campaign as provided in RCW 42.17.080 and 42.17.090 and (b) a statement of organization and initial report for the new campaign as provided by RCW 42.17.040, 42.17.080 and 42.17.090. The surplus funds may be carried forward to the new campaign, reported as one sum and listed as a contribution identified as "funds from previous campaign." All augmentations to and all expenditures made from the retained surplus funds after the last day of the election cycle shall be reported in detail as to source, recipient, purpose, amount and date of each transaction.

(2) For candidates as defined in RCW 42.17.630(3), if at any time after the last day of the election cycle, any contribution is received or expenditure is made from such surplus funds for any purpose which would qualify the recipient or person who made the expenditure as a candidate or authorized committee, it will be presumed the recipient or person who made the expenditure of such funds has initiated a new candidacy or committee. Surplus funds may only be expended for a new candidacy if the candidate is seeking the same office sought at his or her last election. Within fourteen days of the day such contribution is received or expenditure is made, such candidate or authorized committee shall file (a) a final report for the previous campaign as provided in RCW 42.17.080 and 42.17.090 and (b) a statement of organization and initial report for the new campaign as provided by RCW 42.17.040, 42.17.080 and 42.17.090. The surplus funds as of the last day of the election cycle may be carried forward to the new campaign, reported as one sum and listed as a contribution identified as "funds from previous campaign." "Funds from previous campaign" carried forward by a candidate to his or her new campaign are not subject to contribution limits set forth in RCW 42.17.640.

(3) A political committee formed to support or oppose a particular ballot proposition or particular candidates which retains surplus funds to use in support or opposition of other candidates or of other ballot propositions has become a continuing political committee and must thereafter register and report in accordance with chapter 42.17 RCW.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-16-230, filed 10/20/93, effective 11/20/93; 93-16-064, § 390-16-230, filed 7/30/93, effective 8/30/93. Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-16-230, filed 2/5/86; 82-14-016 (Order 82-04), § 390-16-230, filed 6/28/82; Order 70, § 390-16-230, filed 2/25/76; Order 62, § 390-16-230, filed 8/26/75.]

WAC 390-16-232 Same office last sought. A candidate is considered to be seeking the "same office last sought," as that term is used in RCW 42.17.095, when the candidate seeks:

- (1) The identical office last sought; or
- (2) A different position or seat of the same office last sought within the same jurisdiction; or
- (3) The same office, whether a different seat or position, in a revised district or political subdivision whenever the boundaries of a district or political subdivision are officially

altered through redistricting, consolidation or other official procedure.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-16-232, filed 7/30/93, effective 8/30/93.]

WAC 390-16-234 Transfers of surplus funds. (1) One candidate may reimburse another for the former's proportionate share of a documented and properly reported joint campaign expense without the transaction constituting a "transfer" within the meaning of RCW 42.17.095.

(2) A candidate may transfer any amount of his or her surplus funds to an exempt contributions account of a party or caucus committee.

(3) If a candidate transfers his or her surplus funds to an account, other than an exempt account of a bona fide political party or caucus, the candidate may only transfer up to the \$2,500 to the bona fide political party or \$500 to the caucus committee per year.

(4) Transfers to exempt accounts must be made by a separate written instrument.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-16-234, filed 7/30/93, effective 8/30/93.]

WAC 390-16-240 Earmarked contributions—Definition and use. (1) Earmarked contributions, as that term is used in RCW 42.17.135 and 42.17.670, means any contribution given to an intermediary or conduit, either a political committee, candidate or third party, with a designation, instruction, or encumbrance, whether direct or indirect, express or implied, oral or written, which is intended to result in or which does result in all or any part of the contribution being made to or for the promotion of a certain candidate, state official, or ballot proposition.

(2) For purposes of RCW 42.17.640, an earmarked contribution is deemed to be for the promotion of, and attributable to any limit applicable to the candidate, authorized committee, bona fide political party, caucus of the state legislature or political committee designated by the original contributor.

(3) If an earmarked contribution is given to an intermediary or conduit to be spent on behalf of a candidate and the entire amount given is not used for this purpose, the remainder of the contribution shall be given to the designated candidate unless its use is redesignated by the original contributor. If the conduit or intermediary exercise any direction or control over the use of the remainder of the contribution, then the amount of the remainder shall be considered a contribution from the original contributor and the conduit or intermediary to the recipient.

(4) The intermediary or conduit receiving the earmarked contribution shall notify the candidate or political committee for whose use or benefit the contribution is designated within two working days after receipt of the contribution.

(5) If an earmarked contribution is refused by the designated recipient candidate or political committee, the earmarked contribution must be returned by the intermediary or conduit to the original contributor within five working days of refusal.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-16-240, filed 7/30/93, effective 8/30/93; 91-14-041, § 390-16-240, filed 6/27/91, effective 7/28/91.]

WAC 390-16-308 Identification of source of contribution. Any person who makes a contribution shall inform the candidate or treasurer, at the time the contribution is made, of the true and actual source of funds from which the contribution is made. To identify the source of a contribution received by check or other written instrument in the absence of other information, a candidate or treasurer shall apply the following:

Provided, that in cases where the source of the contribution is known and differs from the guidelines set forth below, the known source of the contribution shall be reported;

Provided further, that contributions made by or through a lobbyist shall identify the true and actual source of the funds for whom the contribution was made.

(1) A contribution drawn upon a single account shall be attributed to the account holder as identified by the name printed on the face of the check or negotiable instrument.

(2) A contribution drawn upon a joint account shall be attributed in equal proportion to each of the account holders as identified by the names printed on the face of the check or negotiable instrument unless the candidate or treasurer is notified in writing that the contribution should be allocated in different proportions.

(3) A contribution made by a sole proprietor or drawn upon the account of a business which is a sole proprietorship shall be attributed to the owner of the business entity.

(4) A contribution drawn upon the account of a partnership shall be attributed to the partnership as a separate entity except that;

Any check drawn upon the partnership account but which is to be paid from the capital account of one or more individual partners shall identify at the time of transmittal to the candidate or treasurer the name(s) of the contributing partner(s) and shall be attributed to the contributing partner(s).

(5) A contribution drawn upon the account of a corporation, [attributed to the corporation,] union, association or other similar organization [attributed to the corporation, union, association or other similar organization] as a separate entity except that;

(a) A contribution drawn upon the account of a wholly owned or controlled subsidiary shall identify the name of the parent or controlling corporation and the contribution shall be attributed to the parent or controlling corporation;

(b) A contribution drawn upon the account of a controlled union subdivision shall identify the name of the controlling union and the contribution shall be attributed to the controlling union;

(c) A contribution drawn upon the account of a controlled subdivision of an association or other similar organization shall name the controlling association or other similar organization and the contribution shall be attributed to the controlling association.

(d) A subsidiary, union subdivision or subdivision of an association or other similar organization is "controlled" by another entity if it does not maintain executive and fiscal independence over its operations and functions as demonstrated by:

(i) Whether the corporation or organization owns a controlling interest in the voting stock or securities of the subsidiary or subdivision;

(ii) Whether the corporation or organization has the authority or ability to direct or participate in the governance of the subsidiary or subdivision through provisions of constitutions, bylaws, contracts or other rules, or through formal or informal practices or procedures;

(iii) Whether the corporation or organization has the authority or ability to hire, appoint, demote or otherwise control the officers or other decision making employees or members of the subsidiary or subdivision;

(iv) Whether the corporation or organization has common or overlapping membership with the subsidiary or subdivision which indicates a formal or ongoing relationship between the two entities[;][.]

(v) Whether a corporation, organization or entity has common or overlapping members, officers or employees with the subsidiary or subdivision which indicates a formal or ongoing relationship between the two entities or which indicates the creation of a successor entity;

(vi) Whether the corporation, organization or entity has common or overlapping officers or employees with the subsidiary or subdivision which indicates a formal or ongoing relationship between the two entities;

(vii) Whether the corporation, organization or entity provides funds or goods in a significant amount or on an ongoing basis through direct or indirect payments to the subsidiary or subdivision;

(viii) Whether the corporation, organization or entity causes or arranges for funds in a significant amount or on an ongoing basis to be provided to a subsidiary, subdivision or another entity, but not including the transfer to an organization of its allocated share of proceeds jointly raised;

(ix) Whether the corporation, organization or entity or its agent had an active or significant role in the formation of another corporation, organization or entity;

(x) Whether the corporation, organization or entity has similar patterns of contributions or contributors which indicates a formal or ongoing relationship with the subdivision or subsidiary.

(6) Contributions made by political committees established, financed, maintained, or controlled by any corporation, organization, or any other person, including any parent, subsidiary, branch, division, department, or local unit of such person, shall be considered to have been made by a single political committee.

[Statutory Authority: RCW 42.17.370, 93-04-072, § 390-16-308, filed 1/29/93, effective 3/1/93; 91-14-041, § 390-16-308, filed 6/27/91, effective 7/28/91; 90-20-088, § 390-16-308, filed 9/28/90, effective 10/29/90.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 390-16-310 Limitations on contributions. The limitations on contributions as provided in RCW 42.17-105(8) and RCW 42.17.640 shall be [applied] as follows:

(1) The limitation on contributions shall not apply to a "candidate" as that term is defined in RCW 42.17.020(5) and 42.17.630(3) when the candidate is contributing to his or her own campaign using his or her own personal funds as defined in WAC 390-17-305.

(2) The limitations on contributions shall apply separately to the contributions made by each spouse.

(3) Emancipated minor children (children under 18 years of age) may make contributions which do not exceed the limitations on contributions if the contribution is properly attributed to the emancipated minor child and if;

(a) The decision to contribute is made knowingly and voluntarily by the emancipated minor child;

(b) The funds, goods, or services contributed are owned or controlled exclusively by the emancipated minor child, such as income earned by the child, the proceeds of a trust for which the child is the beneficiary, or a savings account opened and maintained exclusively in the child's name; and

(c) The contribution is not made from the proceeds of a gift, the purpose of which was to provide funds to be contributed, or is not in any other way controlled by another individual.

Contributions by emancipated minor children which do not meet these requirements and contributions by unemancipated minor children shall be considered contributions by the child's parents. Fifty percent of the contributions will be attributed to each parent, or in the case of a single custodial parent, the total amount is attributed to the parent.

(4) Contributions from a business organized as a sole proprietorship and contributions from the owner of the sole proprietorship shall be aggregated for purposes of determining the limitations on contributions under to RCW 42.17.105(8) and 42.17.640.

(5) The limitations on contributions shall apply separately to the contributions made by a partnership from the contributions made by an individual partner except that;

Contributions made from or charged against the capital account of an individual partner shall be aggregated with the partner's individual contributions for purposes of determining the limitations on contributions under RCW 42.17.105(8) and 42.17.640.

(6) The limitations on contributions shall apply separately to the contributions made by a corporation, union, association or [other similar organization from the contributions made by the] subsidiary corporation, or subdivision of the union, association or other similar organization except that;

(a) A contribution from a wholly owned or controlled subsidiary corporation or subdivision of a union, association or other similar organization shall be aggregated with the contributions of the parent or controlling corporation or organization for purposes of determining the limitations on contributions under RCW 42.17.105(8) and 42.17.640.

(b) A subsidiary, union subdivision or subdivision of an association or other similar organization is "controlled" by an [another] entity, if it does not maintain executive and fiscal independence over its operations and functions as demonstrated by the factors set forth in WAC 390-16-308 (5)[(d)](i) through (x).

(7) The limitation[s] on contributions shall apply separately to political committees except that; Political committees which are established, financed, maintained or controlled by any corporation, organization or any other person, including any parent, subsidiary, branch, division, department, or local unit of such persons shall be aggregated and considered as having been made by a single political

committee for purposes of determining the limitations on contributions under RCW 42.17.105(8) and 42.17.640.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-16-310, filed 7/30/93, effective 8/30/93; 92-05-079, § 390-16-310, filed 2/18/92, effective 3/20/92; 90-20-088, § 390-16-310, filed 9/28/90, effective 10/29/90.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 390-16-312 Handling contributions of uncertain origin. No contribution shall be deposited by any candidate or treasurer who believes, from the face of the contribution instrument or for any other reason, the contribution was made in a fictitious name, by one person through an agent, relative, political committee, or any other person so as to conceal the source of the contribution or to exceed the contribution limits provided in RCW 42.17.105(8) or 42.17.640. The candidate or treasurer shall return such contributions within ten calendar days to the original contributor if his or her identity is known. Otherwise, the contribution instrument shall be endorsed and made payable to "Washington state treasurer" and the contribution sent to the public disclosure commission for deposit in the state's general fund.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-16-312, filed 7/30/93, effective 8/30/93; 91-14-041, § 390-16-312, filed 6/27/91, effective 7/28/91.]

Chapter 390-17 WAC CONTRIBUTION LIMITATIONS

WAC

390-17-011	Caucus of the state legislature—Definition.
390-17-013	Committee—Definition.
390-17-015	Conduit—Definition.
390-17-017	Facilities—Definition.
390-17-030	Sample ballots.
390-17-050	Independent expenditure—Definition.
390-17-052	Independent expenditure—Disclosure.
390-17-060	Exempt activities—Definitions, reporting.
390-17-065	Recordkeeping and reporting of exempt contributions accounts.
390-17-070	Trade association—Definition.
390-17-100	Contribution withholding authorizations.
390-17-200	Major political party organizations.
390-17-205	Number of registered voters—Calculation.
390-17-300	Contribution designation for primary and general election.
390-17-305	Personal funds of a candidate.
390-17-310	Doing business in Washington.
390-17-315	Political committees—Qualifications to contribute.
390-17-400	Time limit for state officials to solicit or accept contributions.

WAC 390-17-011 Caucus of the state legislature—Definition. "Caucus of the state legislature," as that term is used in RCW 42.17.610 - 42.17.790 means the political committee established by a caucus of a major political party in each house of the state legislature established for the primary purpose of supporting and opposing candidates.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-17-011, filed 7/30/93, effective 8/30/93.]

WAC 390-17-013 Committee—Definition. "Committee" as that term is used in RCW 42.17.610 - 42.17.790 means political committee and authorized committee.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-17-013, filed 7/30/93, effective 8/30/93.]

WAC 390-17-015 Conduit—Definition. (1) "Conduit," as that term is used in chapter 42.17 RCW, is defined as a person, other than an individual, who receives and spends earmarked contributions on behalf of a designated candidate, bona fide political party, caucus of the state legislature or other political committee.

(2) Pursuant to RCW 42.17.730, a conduit may not make or transmit contributions on behalf of another.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-17-015, filed 7/30/93, effective 8/30/93.]

WAC 390-17-017 Facilities—Definition. "Facilities," as that term is used in RCW 42.17.630(3), means that which facilitates or makes some campaign activity possible, including but not limited to: use of stationary, postage, machines and equipment, use of employees of an entity during working hours, vehicles, office space, room or building, publications of an entity or client list of an entity.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-17-017, filed 7/30/93, effective 8/30/93.]

WAC 390-17-030 Sample ballots. (1) Sample ballot, as that term is used in RCW 42.17.630 (5)(b)(iv), means a printed list that includes a majority of all of the partisan offices on the ballot and that also may include ballot measures and nonpartisan races to be voted on at a particular primary, general or special election; all without promotion of or political advertising for specifically named individual candidates.

(2) A sample ballot cannot indicate the sponsor's preference for any specific candidate or candidates listed on the ballot.

(3) A sample ballot may contain a list of candidates, limited to the identification of the candidates (pictures may be used), the office or position currently held, the elective office sought and the party affiliation, as long as the same category of information is given for all candidates listed. The list shall not include additional biographical data on candidates, their positions on political issues or statements on party philosophy.

(4) A sample ballot which meets the above criteria is not considered a contribution to any of the candidates listed in the ballot.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-17-030, filed 7/30/93, effective 8/30/93.]

WAC 390-17-050 Independent expenditure—Definition. The definition of "independent expenditure" in RCW 42.17.630(10) shall apply to that term as used throughout chapter 42.17 RCW, except for RCW 42.17.100. "Candidate" as that term is used in RCW 42.17.630(10) shall have the meaning set forth in RCW 42.17.020(5).

[Statutory Authority: RCW 42.17.370. 93-22-002, § 390-17-050, filed 10/20/93, effective 11/20/93.]

WAC 390-17-052 Independent expenditure—Disclosure. For purposes of the disclosure requirement in RCW 42.17.550, the county of residence for an out-of-state person making an independent expenditure in support or opposition to a ballot proposition shall be either:

(1) Thurston County if the independent expenditure is for a statewide ballot proposition; or

(2) For local ballot propositions, the county or counties where the ballot proposition will appear on the election ballot.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-17-052, filed 7/30/93, effective 8/30/93.]

WAC 390-17-060 Exempt activities—Definitions, reporting. (1)(a) "Exempt contributions" are contributions made to a political committee which are earmarked for exempt activities as described in RCW 42.17.630 (5)(b)(iv) and (vi). Such contributions are required to be reported under RCW 42.17.090, are subject to the restrictions in RCW 42.17.105(8), but are not subject to the contribution limits in RCW 42.17.640. Any written solicitation for exempt contributions must be so designated. Suggested designations are "not for individual candidates" or "for exempt activities."

(b) Contributions made to a caucus of the state legislature, to a candidate or candidate's authorized committee which are earmarked for voter registration, absentee ballot information, get-out-the-vote campaigns, sample ballots are presumed to be for the purpose of promoting individual candidates and are subject to the contribution limits in RCW 42.17.640.

(c) Contributions made to a caucus of the state legislature, to a candidate or candidate's authorized committee which are earmarked for internal organization expenditures or fundraising are presumed to be with direct association with individual candidates and are subject to the contribution limits in RCW 42.17.640.

(2) "Exempt contributions account" is the separate bank account into which only exempt contributions are deposited and out of which only expenditures for exempt activities shall be made.

(3) "Exempt activities" are those activities described in RCW 42.17.630 (5)(b), expenditures for which are exempt from the contribution limits of RCW 42.17.640. However, only those activities described in RCW 42.17.630 (5)(b)(iv) and (vi) as further defined in subsections (4) and (5) of this section are eligible for payment with exempt contributions.

(4)(a) If activities described in RCW 42.17.630 (5)(b)(iv) promote clearly identified candidate(s), the activities are a contribution to those candidate(s). Expenditures for these activities may not be made with exempt contributions. If more than one clearly identified candidate is promoted, the amount expended shall be allocated proportionally among those candidates. The amount expended for such activities shall be reported as a contribution to that candidate(s). Candidate(s) shall be notified in writing of the contribution within five business days of the expenditure.

(b) A candidate is deemed to be clearly identified if: The name of the candidate is used; a photograph or drawing of the candidate appears; or the identity of the candidate is apparent by unambiguous reference.

(c) An activity that benefits or opposes fewer than three individual candidates shall be presumed to be for the purpose of promoting individual candidates whether or not they are clearly identified. Such an activity does not constitute a contribution to any candidate who is not clearly identified, but the activity shall not be paid with exempt funds.

(5)(a) "Internal organization expenditures" described in RCW 42.17.630 (5)(b)(vi) are expenditures for organization purposes, including legal and accounting services, rental and purchase of equipment and office space, utilities and telephones, postage and printing of newsletters for the organization's members or contributors or staff when engaged in organizational activities such as those previously listed, all without direct association with individual candidates.

(b) "Fund-raising expenditures" described in RCW 42.17.630 (5)(b)(vi) are expenditures for fund-raising purposes, including: Facilities for fund-raisers, consumables furnished at the event and the cost of holding social events and party conventions, all without direct association with individual candidates.

(c) If expenditures made pursuant to (a) and (b) of this subsection are made in direct association with individual candidates, they shall not be paid with exempt contributions.

(6) For purposes of RCW 42.17.630 (5)(b)(iv) and this section, activities that oppose one or more clearly identified candidates are presumed to promote the opponent(s) of the candidate(s) opposed.

[Statutory Authority: RCW 42.17.370. 93-24-003, § 390-17-060, filed 11/18/93, effective 12/19/93.]

WAC 390-17-065 Recordkeeping and reporting of exempt contributions accounts. (1) Any political committee that receives exempt contributions as defined by RCW 42.17.630 (5)(b)(iv) or (vi) and WAC 390-17-060 shall keep the contributions in a separate bank account. Exempt contributions commingled with contributions subject to contribution limits are presumed to be subject to the limits. Expenditures to promote candidates or which are made for purposes other than those specified in RCW 42.17.630 (5)(b)(iv) or (vi) shall not be made with funds from the exempt contributions account.

(2)(a) Separate campaign disclosure reports shall be completed and filed for an exempt contributions account.

(b) Political committees maintaining an exempt contributions account shall make known the existence of the account by filing a statement of organization for the account pursuant to RCW 42.17.040.

(c) Political committees maintaining an exempt contributions account shall be subject to the provisions of chapter 42.17 RCW and file the disclosure reports required by this chapter for the account pursuant to RCW 42.17.080.

(3) Contributors shall not use a single written instrument to make simultaneous contributions to an exempt contributions account and any other committee account; separate written instruments must be used to make contributions to an exempt contributions account.

[Statutory Authority: RCW 42.17.370. 93-24-003, § 390-17-065, filed 11/18/93, effective 12/19/93.]

WAC 390-17-070 Trade association—Definition.

"Trade association," as that term is used in RCW 42.17.660, means a membership organization of persons engaging in a similar or related line of commerce, organized to promote and improve business conditions in that line of commerce and not to engage in a regular business of a kind ordinarily carried on for profit and for which no part of net earnings inures to the benefit of any member.

[Statutory Authority: RCW 42.17.370. 93-22-002, § 390-17-070, filed 10/20/93, effective 11/20/93.]

WAC 390-17-100 Contribution withholding authorizations.

(1) For purposes of RCW 42.17.680(3), all political contribution withholding authorizations existing on or before January 1, 1993, will expire no later than December 31, 1993. Beginning January 1, 1994, each employer or other person who withholds or otherwise diverts a portion of wages or salary of a Washington resident or a nonresident whose primary place of work is in the state of Washington

(a) For the purpose of making one or more contributions to any political committee required to report pursuant to RCW 42.17.040, [42.17].050, [42.17].060 or [42.17].090 (1)(k), or

(b) For use, specifically designated by the contributing employee, for political contributions to candidates for state or local office is required to have on file the written authorization of the individual subject to the payroll withholding or diversion of wages.

(2) Employers may either use the suggested format below or their own form if it provides the following information:

(a) The name of the individual authorizing the withholding or diversion;

(b) The name of the individual's employer;

(c) The name, city and state of each political committee for which contributions are to be withheld;

(d) If more than one political committee is specified, the total dollar amount per pay period (or per week, month or year) to be withheld for each committee;

(e) The date on which the authorized withholdings or diversions are to be effective;

(f) A statement specifying that the authorization is not valid for more than 12 months after the effective date;

(g) A statement that reads: "No employer or labor organization may discriminate against an officer or employee in the terms or conditions of employment for (i) the failure to contribute to, (ii) the failure in any way to support or oppose, or (iii) in any way supporting or opposing a candidate, ballot proposition, political party, or political committee;"

(h) The individual's signature; and

(i) The date on which the form was completed.

(3) Forms used for payroll deduction may have information in addition to that listed above. The forms may accommodate annual re-authorization by providing space for the employee's signature and the date of re-authorization is signed, up to three re-authorizations.

Political Contribution Withholding Authorization

No employer or other person may withhold a portion of a Washington State resident's earnings (or that of a non-resident whose primary place of work is in Washington) in order to make contributions to a political committee that must report to the Public Disclosure Commission or to a candidate for state or local office without annual, written permission from that individual. Completion of this form entitles the entity specified to make such a withholding for no more than 12 consecutive months.

I, _____, authorize _____
 First Name Middle Initial Last Name Name of Employer or Other Person
 _____ to withhold \$ _____ per / pay period / week / month / year /
 Amount Circle One

from my earnings in order to make political contributions to _____
 Name, City and State of

political committee(s) and/or candidate(s) to receive deductions

If more than one recipient is indicated, each is to receive the following portion of the deduction made: _____. This authorization is

valid for no more than twelve consecutive months. It is effective on _____
 Month/Day/Year

and expires on _____
 Month/Day/Year

Signature: _____ Date: _____

According to state law, no employer or labor organization may discriminate against an officer or employee in the terms or conditions of employment for (a) the failure to contribute to, (b) the failure in any way to support or oppose, or (c) in any way supporting or opposing a candidate, ballot proposition, political party, or political committee.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-17-100, filed 7/30/93, effective 8/30/93.]

WAC 390-17-200 Major political party organizations. (1) With respect to a major political party, each of the following is considered a separate organization for purposes of making and receiving contributions: governing body of the state organization, county central committee and legislative district committee.

(2) Each major political party is restricted to one state central committee, one county central committee per county and one legislative district committee per legislative district.

(3) Each major political party shall designate each county central committee and each legislative district committee and shall notify the commission within two weeks following the designation by filing a PDC Form C-1pc.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-17-200, filed 7/30/93, effective 8/30/93.]

WAC 390-17-205 Number of registered voters—Calculation. (1) For purposes of determining the number of registered voters in a jurisdiction, as required in RCW 42.17.640, bona fide political parties and caucus committees shall initially use the number of registered voters as of the date of the last general election for the office sought by the candidate for whom the contribution is to be made. The final number of registered voters for an election will be the number of registered voters on the last day of voter registration prior to the relevant election according to chapter 29.07 RCW.

(2) If the bona fide political party or caucus committee makes contributions to a candidate based on the initial number of registered voters and the final number of registered voters is less than the initial number such that the aggregate contributions made to the candidate exceeds the contribution limit, the bona fide political party or caucus committee shall request and the candidate shall, after receiving this request, return to the bona fide political party or caucus committee, that amount which exceeds the contribution limit.

(3) For purposes of this rule and RCW 42.17.640, registered voters and eligible registered voters shall have the same meaning.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-17-205, filed 7/30/93, effective 8/30/93.]

WAC 390-17-300 Contribution designation for primary and general election. (1) Pursuant to RCW 42.17.640(1), if a contribution is designated in writing by the contributor for a specific election, the contribution will be attributed to the contributor's limit for that designated election.

(2) An undesignated contribution made prior to the date of a primary election, shall be attributed to the contributor's limit for the primary election. Undesignated contributions made after the date of the primary must be attributed to the contributor's limit for the general election.

(3) Any portion of an undesignated contribution made prior to the date of the primary which exceeds the contributor's primary election contribution limit shall be attributed to the contributor's limit for the general election.

(4) If a candidate loses in the primary election, all funds held in the campaign accounts, whether contributions attributed for the primary or general election, shall be considered surplus funds, disposal of which is governed by RCW 42.17.095.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-17-300, filed 7/30/93, effective 8/30/93.]

WAC 390-17-305 Personal funds of a candidate.

(1) The personal funds of a candidate include:

(a) Assets which the candidate has legal access to or control over, and which he or she has legal title to or an equitable interest in, at the time of candidacy;

(b) Income from employment;

(c) Dividends and proceeds from stocks and other investments;

(d) Income from trusts, if established before candidacy;

(e) Income from trusts established from bequests, even if established after candidacy;

(f) Personal gifts, if customarily received; and

(g) Proceeds from lotteries and similar games of chance.

(2) A candidate may also use, as personal funds, his or her portion of assets owned jointly with a spouse. If the candidate's financial interest is not specified, then the candidate's share is deemed to be half the value of the asset.

(3) If any person gives or loans the candidate funds in connection with his or her campaign, the funds are not considered personal funds of the candidate. Such funds are considered a contribution under chapter 42.17 RCW unless the loan meets the exemption provided in RCW 42.17.720(3).

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-17-305, filed 7/30/93, effective 8/30/93.]

WAC 390-17-310 Doing business in Washington.

(1) A corporation or business entity is "doing business in Washington state" for purposes of RCW 42.17.640(10) if it conducts continuous and substantial activities in Washington state of such character as to give rise to a legal obligation. Such things as registering as a foreign corporation in Washington, operating business locations in Washington, hiring employees to work in Washington or purchasing supplies or services from other businesses in Washington may be considered in determining whether a corporation or business entity is doing business in Washington state.

(2) Prior to making contributions reportable under chapter 42.17 RCW, a corporation or business entity shall appoint an agent for service of process in Washington state.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-17-310, filed 7/30/93, effective 8/30/93.]

WAC 390-17-315 Political committees—Qualifications to contribute. In order to make contributions as permitted by RCW 42.17.640(10), a political committee must, within the 180 days prior to making the contribution, receive contributions of \$10 or more from at least ten individuals registered to vote in Washington state at the time they contributed to the political committee. These ten individuals must be identified by name and address on the next report or statement the political committee files with the commission.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-17-315, filed 7/30/93, effective 8/30/93.]

WAC 390-17-400 Time limit for state officials to solicit or accept contributions. For purposes of complying with RCW 42.17.710:

(1) A successful candidate for state office does not have to comply with RCW 42.17.710 until sworn into office.

(2) An unsuccessful incumbent state official must comply with RCW 42.17.710 until his or her term expires.

(3) "Freeze period," as used in this rule, means the period of time in RCW 42.17.710 within which a state official cannot accept or solicit contributions. The freeze period begins at 12:01 a.m. on the thirtieth day before the start of the regular legislative session and ends at 11:59 p.m. on the thirtieth day following adjournment of the regular legislative session. If a special session is held immediately following the end of the regular legislative session, this period ends on the day the special session adjourns or at 11:59 p.m. on the thirtieth day following adjournment of the regular legislative session, whichever is later.

(4) A state official may solicit or accept contributions during the freeze period to assist his or her campaign for a nonstate office.

(5) A state official may accept gifts valued at over \$50 during the freeze period so long as the gift is not (a) to be used to defray nonreimbursed public office related expenses, (b) as a contribution to a candidate or authorized committee, or (c) used to retire a campaign debt.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-17-400, filed 7/30/93, effective 8/30/93.]

Chapter 390-18 WAC POLITICAL ADVERTISING

WAC

390-18-010

Political advertising—Identification of sponsor.

390-18-020

Political advertising—Political party identification.

390-18-050

Commercial advertisers—Public inspection of records.

WAC 390-18-010 Political advertising—Identification of Sponsor. (1) For the purposes of RCW 42.17.510 and this rule, "sponsor" means the candidate, political committee or other person paying for the advertising. If a person acts as an agent for another or is reimbursed by another for the payment, the original source of the payment is the sponsor.

(2) With advertising for which no payment is demanded or for which a cost is not readily ascertainable, the sponsor is the candidate, political committee or person who solicits or arranges for the advertising to be displayed or broadcast.

(3) If more than one person sponsors specific advertising, the identity of each sponsor must be shown. However, if a person contributes in cash or in-kind to a candidate or political committee to assist in paying the cost of advertising, it is unnecessary to include that contributor's name as a sponsor provided the contribution is reported in accordance with applicable provisions of chapter 42.17 RCW.

(4) Printed advertising shall clearly state in a printed or drawn box set apart from any other printed matter that it has been paid for by the sponsor (Example: (1) Paid for by the

XYZ Committee, mailing address, city, state, zip code; (2) Vote for John Doe, paid for by John Doe, mailing address, city, state, zip code). Broadcast advertising shall conform to the requirements of the Federal Communications Commission.

(5)(a) Political advertising consisting of more than one page but intended to be presented as a single item (i.e. 3-page letter with return envelope) must identify the sponsor on each page of the advertising. Identification on an enclosed return envelope or the envelope in which the advertising is sent is not sufficient.

(b) Political advertising which is a collection of several items relating to more than one candidate or committee and distributed simultaneously must show the respective sponsor on the respective items.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-18-010, filed 7/30/93, effective 8/30/93. Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-18-010, filed 7/9/85.]

WAC 390-18-020 Political advertising—Political party identification. The commission shall publish a suggested list of abbreviations or symbols which may be used by candidates and political committees which the commission finds will clearly identify political party affiliation.

[Statutory Authority: RCW 42.17.370. 93-16-064, § 390-18-020, filed 7/30/93, effective 8/30/93. Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-18-020, filed 7/9/85.]

WAC 390-18-050 Commercial advertisers—Public inspection of records. (1) Pursuant to RCW 42.17.110, any person, without reference to or permission from the public disclosure commission, is entitled to inspect the political advertising records of a commercial advertiser.

(2) No commercial advertiser shall be required to make available for public inspection information regarding political advertising prior to the time when the advertisement has initially received public distribution or broadcast.

(3) The documents and books of account which must be maintained open for public inspection pursuant to RCW 42.17.110 (1)(a), (b) and (c) shall at a minimum include the following information:

(a) The name of the candidate or ballot measure supported or opposed;

(b) The name and address of the person who sponsored the advertising;

(c) The total cost of the advertising, how much of that amount has been paid, who made the payment, when it was paid, and how payment was made;

(d) Date(s) the services of the commercial advertiser was rendered;

(e) RCW 42.17.110 (1)(c) requires the maintenance of records which show the exact nature and extent of services rendered. Sufficient information describing the major work components or tasks which were required to provide the advertising services satisfies this requirement; examples of which include, but are not limited to, the following:

(i) For printers and similar print commercial advertisers: Quantity or items, amount of space, item description, design, layout, typesetting, photography, printing, silk screening, bindery;

(ii) For mailing services: Quantity of items mailed, bindery or stuffing, labeling, list or directory services, postage or delivery;

(iii) For broadcast media: Time or number of spot advertisements. If the broadcaster provides additional services such as copy writing, talent, production, tape reproduction, some type of record or notation evidencing the additional service should be available.

(iv) For billboard or sign companies: Number and location of signs, design, printing and art work, erection/removal costs;

(v) For specialty or novelty commercial advertisers: Quantity of items provided, silk screening, design, printing and art work;

(vi) For newspapers and other print media: Amount of space and frequency that advertisement is run. If the advertiser provides additional services such as design or layout, some type of record evidencing such additional services should be available.

[Statutory Authority: RCW 42.17.370. 93-04-072, § 390-18-050, filed 1/29/93, effective 3/1/93.]

Chapter 390-20 WAC

FORMS FOR LOBBYING REPORTS, ELECTED OFFICIALS AND LEGISLATORS

WAC

390-20-020

Forms for lobbyist report of expenditures.

390-20-110

Forms for lobbyist employer's report.

WAC 390-20-020 Forms for lobbyist report of expenditures. The official form for the lobbyist report of expenditures is designated "L-2," revised 11/92, which includes the L-2 Memo Report, dated 11/92. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. [Any attachments shall be on 8-1/2" x 11" white paper.]



PUBLIC DISCLOSURE COMMISSION
 711 CAPITOL WAY RM 403 FJ42
 PO BOX 40908
 OLYMPIA WA 98504-0908
 (206) 753-1111

Form
L2
 12/92

PDC OFFICE USE

LOBBYIST MONTHLY EXPENSE REPORT

1. Lobbyist Name

Mailing Address

City

State

Zip + 4

2. This report is for the period

(Month)

(Year)

This report corrects or amends the report for

(Month)

(Year)

Business Telephone

()

ALL COMPLETE THIS PART

Include all expenditures by lobbyist and lobbyist's employer for or on behalf of the lobbyist incurred during the reporting period -

COMPLETE IF YOU HAVE MORE THAN ONE EMPLOYER

Amount attributed to each employer.

EXPENSE CATEGORY	TOTAL AMOUNT THIS MONTH All employers plus own expense (Columns a + b + c + d and attached pages)	Amounts paid from lobbyist's own funds, not reimbursed or attributed to an employer. Column A	Employer No. _____	Employer No. _____	Employer No. _____
			Column B	Column C	Column D
3. COMPENSATION earned from employer for lobbying this period (salary, wages, retainer)					
4. PERSONAL EXPENSES for travel, food and refreshments					
5. ENTERTAINMENT, GIFTS, TRAVEL for legislators, state officials, their families (Itemize on reverse—#13)					
6. CONTRIBUTIONS to elected officials, candidates and political committees (Itemize on reverse—#14)					
7. ADVERTISING, PRINTING, INFORMATIONAL LITERATURE					
8. OTHER EXPENSES AND SERVICES (Itemize on reverse—#15)					
9. TOTAL COMPENSATION AND EXPENSES INCURRED THIS MONTH					

(Attach additional page(s) if you lobby for more than three employers.)

10. EMPLOYERS' NAMES

No. (B) _____

No. (C) _____

No. (D) _____

11. Subject matter of proposed legislation or other legislative activity or rulemaking the lobbyist was supporting or opposing.
 Subject Matter, Issue or Bill No. _____ Legislative Committee or State Agency Considering Matter _____

Employer Represented _____

☐ Information continued on attached pages

Estimate the percentage of your time or lobbying effort devoted to: the Legislature _____ % State Agencies _____ %.

12. TERMINATION: (COMPLETE THIS ITEM ONLY IF YOU WISH TO TERMINATE YOUR REGISTRATION)

Date registration ends: _____ Employer's name: _____

I understand that an L-2 report is required for any month or portion thereof in which I am a registered lobbyist. I also understand that once I have terminated my registration, I must file a new registration report prior to lobbying for that employer in the future. All registrations terminate automatically on the second Monday in January of each odd numbered year.

CERTIFICATION

I certify that this report is a true and complete account of all information attributable directly or indirectly to lobbying activities for the period specified.

LOBBYIST

DATE

13. Show all of the following expenditures that were incurred by lobbyist or lobbyist employer(s):

- Entertainment expenditures exceeding \$25 per occasion (including lobbyist's expense) for meals, beverages, tickets, passes, transportation and any travel-related expenses or for other forms of entertainment provided to legislators, state officials, state employees and members of their immediate families.
- Receptions: If a reception cost more than \$100 per participant, show the pro rata cost of the reception as a gift to state elected officials and state executive officers who attended in space below or on Memo Report.
- Entertainment Gifts (except receptions): If more than \$50 per occasion was spent on a state elected official (including family) or a state executive officer (including family), itemize the gift, including the amount attributable to the official and family, below or on a Memo Report.
- Other expenditures exceeding \$50 for gifts benefiting state elected officials, state executive officers and/or members of their immediate families.

Date	Names of all Persons Entertained or Provided Gifts	Description, Place, Etc.	Sponsoring Employer	Amount
N/A	Total gift expense itemized on attached Memo Reports			

☐ Continued on attached pages.

14. If a monetary or in-kind contribution exceeding \$25 was given to any of the following, itemize the contribution below or on a Memo Report: local, state and federal candidates or elected officials; local and state officers and employees; political committees supporting or opposing any candidate, elected official, officer or employee or any local or state ballot proposition. If a contribution exceeding \$25 was given to the following, itemize the contribution below: a legislative caucus fund; a political party; or a grass roots lobbying campaign.

Date	Name of Individual or Committee Receiving Benefit	Employer for Whom Contribution was Made	Amount
	Total contributions itemized on attached Memo Reports		

If contributions were made by a political action committee associated, affiliated or sponsored by your employer, show name of the PAC below. (Information reported by PAC on C-4 report need not be again included in this L-2 report.)

☐ Continued on attached pages.

PAC Name: _____

15. Payments by the lobbyist for other lobbying expenses and services, including payments to subcontract lobbyists, expert witnesses and others retained to provide lobbying services or assistance in lobbying and payments for grass roots lobbying campaigns (except advertising/printing costs listed in Item 7).

Recipient's Name and Address	Employer for Whom Expense was Incurred or Lobbying Done	Amount

☐ Continued on attached page.



[1993 WAC Supp—page 1901]

[Statutory Authority: RCW 42.17.370. 93-04-072, § 390-20-020, filed 1/29/93, effective 3/1/93; 91-24-011, § 390-20-020, filed 11/22/91, effective 12/23/91; 90-20-088, § 390-20-020, filed 9/28/90, effective 10/29/90. Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-20-020, filed 11/26/85; 82-21-020 (Order 82-07), § 390-20-020, filed 10/12/82; 80-02-055 (Order 80-01), § 390-20-020, filed 1/17/80; Order 94, § 390-20-020, filed 10/31/77; Order 88, § 390-20-020, filed 12/29/76; Order 62, § 390-20-020, filed 8/26/75; Order 45, § 390-20-020, filed 9/26/74; Order 6, § 390-20-020, filed 3/23/73.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 390-20-110 Forms for lobbyist employer's report. The official form for statement by employers of registered lobbyists as required by RCW 42.17.180 is designated "L-3," revised 11/92. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington, 98504. Any attachments shall be on 8-1/2" x 11" white paper.

STATE OF WASHINGTON

EMPLOYER'S LOBBYING EXPENSES

1. Employer's Name (Use complete company, association, union or entity name)

L3

1/91

Mailing Address

Telephone

City

State

Zip

PDC
OFFICE
USE

THIS REPORT MUST BE FILED BY THE LAST DAY OF FEBRUARY. Include expenditures incurred during the previous calendar year for lobbying the Washington State Legislature and/or any state agency. Complete all sections. Use "none" or "O" when applicable.

2. Direct payments to lobbyist(s) for salary, contract, retainer and reimbursement of other lobbying expenses. In the amount listed for each lobbyist, include all contributions and expenses for entertainment, gifts and grass roots lobbying campaigns reported by the lobbyist on the L-2 report.

LOBBYIST NAME (IF PAYMENTS WERE TO LOBBY FIRM, LIST FIRM NAME)

AMOUNT

TOTAL AMOUNT

☐ Information continued on attached page

TOTAL FROM ATTACHED PAGE

TOTAL PAID DIRECTLY TO LOBBYISTS →

When completing Items 3 thru 6 below, DO NOT include expenditures already reported in Item 2 above.

3. Other expenditures made by the employer for lobbying purposes. Include any and all:

- Payments to vendors on behalf of or in support of registered lobbyists (i.e., food, travel, credit card purchases);
- Payments to or on behalf of expert witnesses or others retained to provide lobbying services who offer specialized knowledge or expertise that assists the employer's lobbying effort;
- Payments for entertainment, gifts, tickets, passes, transportation and travel expenses (including meals, lodging and related expenses) provided to legislators, state officials, state employees and members of their immediate families; (Also complete Item 8)
- Payments for the composition, design, production and distribution of informational materials produced primarily for influencing legislation;
- Payments for grass roots lobbying expenses, including those previously reported by employer on PDC Form L-6, and payments for lobbying communications to clients or customers (other than corporate stockholders and members of an association or organization).

4. Political contributions to candidates for state office, including the legislature, to committees supporting or opposing those candidates or to committees supporting or opposing statewide ballot measures. (Also complete Item 9.)

- Contributions made directly by the employer, including those previously reported on PDC Form L-3c.
- If contributions were made by a political action committee associated, affiliated or sponsored by the employer, show name of PAC below. (Information reported by PAC on C-4 report need not be again included as part of this L-3 report.)

Name of PAC _____

5. Payments or expenditures to legislators and state officials and their spouses and dependents for the purpose of influencing, honoring, or benefiting the legislator or official. Do not include payments for goods or services obtained in the normal course of business. (Also complete Item 12.)

6. Payments for other expenditures for lobbying, whether through or on behalf of a registered lobbyist or otherwise. Attach list itemizing each expense (i.e., show date, recipient, purpose and amount). Do not show payments included above.

TOTAL LOBBYING EXPENSES
(Items 2 thru 6)

7. This report must be certified by the president, secretary-treasurer or similar officer of employer organization.

CERTIFICATION

I certify that the information contained in this report is a true, correct and complete statement in accordance with RCW 42.17.180.

SIGNATURE OF EMPLOYER

DATE

NAME TYPED OR PRINTED

DATE

Title 390 WAC: Public Disclosure Commission

8. Entertainment, gifts, tickets, passes, transportation and travel expenses (including meals, lodging and related expenses) provided to legislators, state officials, state employees and members of their immediate families. See instruction manual for details.

Name and Title	Cost or Value	Description of Entertainment Gift or Travel
<input type="checkbox"/> Information continued on attached pages		

9. Contributions made directly by the Employer aggregating over \$25 to candidates for state office, the legislature, committees supporting or opposing those candidates or committees supporting or opposing statewide ballot measures. Contributions from an employer-affiliated PAC need not be listed.

Name of Recipient	Amount	Date
<input type="checkbox"/> Information continued on attached pages		

10. Compensation of \$1,000 or more during the preceding calendar year for employment or professional services paid to state elected officials, successful candidates for state office and each member of their immediate families.

Name	Relationship to Candidate or Elected Official if Member of Family	Amount (Code)	Description of Consideration or Services Exchanged for Compensation
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> DOLLAR CODE AMOUNT A - \$1 to \$1,999 B - \$2,000 to \$9,999 C - \$10,000 to \$19,999 D - \$20,000 to \$49,999 E - \$50,000 or more </div>			
<input type="checkbox"/> Information continued on attached pages			

11. Compensation of \$1,000 or more during the preceding calendar year for professional services paid to any corporation, partnership, joint venture, association or other entity in which a state elected official, successful state candidate or member of the immediate family holds office, partnership, directorship or ownership interest of 10% or more.

Firm Name	Person's Name	Amount (Code)	Description of Consideration or Services Exchanged for Compensation
<input type="checkbox"/> Information continued on attached pages			

12. Any expenditure, not otherwise reported, made directly or indirectly to a state elected official, successful candidate for state office or member of the immediate family, if made to honor, influence or benefit the person because of his official position.

Name	Amount	Purpose
<input type="checkbox"/> Information continued on attached pages		

Public Disclosure Commission, 711 Capitol Way, Room 403, PO Box 40908, Olympia, WA 98504-0908

[Statutory Authority: RCW 42.17.370. 93-04-072, § 390-20-110, filed 1/29/93, effective 3/1/93; 90-22-018, § 390-20-110, filed 10/29/90, effective 11/29/90. Statutory Authority: RCW 42.17.370(1). 87-05-001 (Order 87-01), § 390-20-110, filed 2/5/87; 85-24-020 (Order 85-05), § 390-20-110, filed 11/26/85; 84-05-018 (Order 84-01), § 390-20-110, filed 2/10/84; Order 62, § 390-20-110, filed 8/26/75.]

Reviser's note: Notice of Objection: The Joint Administrative Rules Review Committee finds that WAC 390-20-110 has not been modified, amended, withdrawn, or repealed by the Public Disclosure Commission so as to conform with the intent of the Legislature as expressed in RCW 42.17.170 and 42.17.180. Therefore, pursuant to its authority under RCW 34.04.240, this notice of objection is filed.

The Joint Committee finds that WAC 390-20-110 requires the disclosure of information from lobbyists' employers which RCW 42.17.170 specifically excludes from reporting by lobbyists. It is the opinion of the Joint Committee that the Commission is attempting to obtain information from lobbyists' employers which the Commission would not otherwise be able to obtain from lobbyists themselves. This would thwart the express intent of the Legislature that such information is inappropriate for reporting. WAC 390-20-110 would effectively neuter the reporting exemptions in RCW 42.17.170—the Commission would have the information. This is not what the Legislature intended. [Joint Administrative Rules Review Committee, Memorandum, August 16, 1984—Filed August 28, 1984, WSR 84-18-014.]

Chapter 390-37 WAC

ENFORCEMENT PROCEDURES—INVESTIGATIVE HEARINGS

WAC

390-37-020	Enforcement procedures—Initiation of complaint.
390-37-060	Enforcement procedures—Investigation of complaints—Initiation of hearing.
390-37-063	Enforcement procedures—Demand for information—Subpoenas.
390-37-140	Brief enforcement hearings—Authority.
390-37-142	Brief enforcement hearing—Procedure.

WAC 390-37-020 Enforcement procedures—Initiation of complaint. (1) A complaint alleging a violation of chapter 42.17 RCW may be brought to the attention of the commission staff by:

- (a) A member of the public;
- (b) The commission staff;
- (c) A commission member, who shall then be disqualified from participating in the decision of an enforcement hearing that may arise from the complaint;
- (d) Referral from the office of the attorney general or any other law enforcement agency;
- (e) A state agency, local agency or member of a state or local agency.

(2) The person or entity against whom a complaint is filed shall be known as the respondent.

[Statutory Authority: RCW 42.17.370. 93-24-003, § 390-37-020, filed 11/18/93, effective 12/19/93. Statutory Authority: RCW 42.17.370(1). 84-12-017 (Order 84-03), § 390-37-020, filed 5/25/84; Order 79, § 390-37-020, filed 6/25/76.]

WAC 390-37-060 Enforcement procedures—Investigation of complaints—Initiation of hearing. (1) Upon receipt of a complaint not obviously unfounded or frivolous, the executive director shall direct an investigation be conducted. If after an initial review of the complaint it is determined that a complete and thorough investigation will

require the expenditure of substantial resources, the executive director may request review and concurrence by the commission before continuing the investigation.

(2) The executive director shall initiate an enforcement hearing whenever an investigation reveals facts which the executive director has reason to believe are a material violation of chapter 42.17 RCW and do not constitute substantial compliance.

(3) The respondent shall be notified of the date of the hearing no later than ten days before that date pursuant to WAC 10-08-040.

(4) It is the policy of the commission during the course of any investigation that all records generated or collected as a result of that investigation are exempt from public inspection and copying under RCW 42.17.310 (1)(d). If a request is made for any such record which implicates the privacy of an individual, written notice of the records request will be provided to the individual in order that such individual may request a protective order from a court under RCW 42.17.330.

[Statutory Authority: RCW 42.17.370. 93-24-003, § 390-37-060, filed 11/18/93, effective 12/19/93; 91-16-072, § 390-37-060, filed 8/2/91, effective 9/2/91. Statutory Authority: RCW 42.17.370(1). 86-04-071 (Order 86-01), § 390-37-060, filed 2/5/86; 84-12-017 and 84-12-029 (Orders 84-03 and 84-03A), § 390-37-060, filed 5/25/84 and 5/29/84; Order 81, § 390-37-060, filed 7/22/76.]

WAC 390-37-063 Enforcement procedures—Demand for information—Subpoenas. (1) During the course of an audit or an investigation, the executive director may issue a subpoena directed to any person who probably possesses information which is relevant and material to the audit or the investigation. The subpoena shall

(a) Specifically describe the information which is sought, and

(b) Set forth a reasonable time and place for the production of the information, and

(c) Notify the person that if the information is not produced, the executive director will apply to the superior court for an appropriate order or other remedy.

The subpoena may be personally delivered or sent by certified mail, return receipt requested.

(2) The commission may issue a subpoena under RCW 42.17.370(5) to compel persons to appear and give testimony and may require the production of any books, papers, correspondence, memorandums or other documents which the commission deems relevant and material.

[Statutory Authority: RCW 42.17.370. 93-24-003, § 390-37-063, filed 11/18/93, effective 12/19/93. Statutory Authority: RCW 42.17.370(1). 86-04-071 (Order 86-01), § 390-37-063, filed 2/5/86; 82-02-007 (Order 81-04), § 390-37-063, filed 12/28/81.]

WAC 390-37-140 Brief enforcement hearings—Authority. (1) The commission may provide a brief enforcement hearing for violations of provisions in chapter 42.17 RCW in which the facts are undisputed, the violations appear to be relatively minor in nature, and a penalty no greater than \$500 will be assessed for the violations. Typical matters to be heard in a brief enforcement hearing include but are not limited to the following:

- (a) Failure to file or late filing of required reports,

(b) Failure to report or accurately report campaign contributions or expenditures or funds spent in lobbying.

(c) Use of public office facilities in election campaigns when the value of public funds expended was minimal.

(d) Infractions of political advertising law regarding sponsor identification or political party identification.

(2) A brief enforcement hearing is a brief adjudicative proceeding as set forth in RCW 34.05.482 through 34.05.494 and shall be in accordance with those statutes.

[Statutory Authority: RCW 42.17.370. 93-15-004, § 390-37-140, filed 7/7/93, effective 8/7/93; 91-16-072, § 390-37-140, filed 8/2/91, effective 9/2/91.]

WAC 390-37-142 Brief enforcement hearing—Procedure. (1) A brief enforcement hearing may be presided over by the chairman, or a member of the commission designated by the chairman.

(2) When a violation, as described in WAC 390-37-140, is alleged, before taking action, the executive director shall send the alleged violator notice, which shall include:

(a) Alleged violation[;] [,]

(b) The maximum amount of the penalty which can be imposed at the hearing and the amount of any proposed fine[;] [,] and

(c) Person's right to respond, within ten days, either in writing or in person to explain his/her view of the matter.

(3) At the time of the hearing if the presiding officer believes alleged violations are of such magnitude as to merit penalties greater than \$500, the presiding officer shall immediately adjourn the hearing and direct the matter be scheduled for an enforcement hearing by the full commission.

(4) At the time any unfavorable action is taken, the presiding officer shall serve upon each party a written statement describing the violation, the reasons for the decision, the penalty imposed, and their right to request review by the commission at the next scheduled commission meeting.

(5) The written decision of the presiding officer is an initial order. If no review is taken of the initial order, the initial order shall be the final order.

[Statutory Authority: RCW 42.17.370. 93-15-004, § 390-37-142, filed 7/7/93, effective 8/7/93; 91-16-072, § 390-37-142, filed 8/2/91, effective 9/2/91.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

Title 392 WAC

PUBLIC INSTRUCTION, SUPERINTENDENT OF

Chapters

392-105 Superintendent of public instruction—Access to public records.

[1993 WAC Supp—page 1906]

392-121 Finance—General apportionment.

392-122 Finance—Categorical apportionment.

392-123 Finance—School district budgeting.

392-127 Finance—Certificated instructional staff ratio (46:1000) compliance.

392-139 Finance—Maintenance and operation levies.

392-140 Finance—Special allocations, instructions, and requirements.

392-142 Transportation—Replacement and depreciation allocation.

392-145 Transportation—Operation rules.

392-164 Special services program—Chapter 1 Migrant of the Education Consolidation and Improvement Act of 1981, financial assistance to state educational agencies.

392-167A Special services—Fair start early prevention and intervention.

392-168 Special service programs—Citizen complaint procedure for certain categorical federal programs.

392-171 Special education programs—Education for all handicapped children.

392-173 Special education programs—DSHS students.

392-184 Reentry to common schools—Educational clinic and other students.

392-185 Certified educational clinics—Distribution of state funds.

392-196 School personnel—Teacher assistance program.

392-202 School personnel—Excellence in education awards.

392-210 Student testing and evaluation—Washington state honors award program.

392-315 Grant program—Project even start.

Chapter 392-105 WAC

SUPERINTENDENT OF PUBLIC INSTRUCTION— ACCESS TO PUBLIC RECORDS

WAC

392-105-030 Copying.

392-105-035 Determination regarding exempt records.

392-105-040 Review of denials of public records requests.

392-105-060 Records index.

WAC 392-105-030 Copying. No fee shall be charged for the inspection of public records. The superintendent of public instruction may impose a reasonable charge for providing copies of public records and for the use by any person of agency equipment to copy public records; such charges shall not exceed the amount necessary to reimburse SPI for its actual costs incident to such copying. No person shall be released a record so copied until and unless the person requesting the copied public record has tendered payment for such copying to the appropriate official. All charges must be paid by money order, check, or cash in advance.

[Statutory Authority: RCW 42.17.250 - [42.17].320. 93-07-039 (Order 93-05), § 392-105-030, filed 3/11/93, effective 4/11/93; 92-10-016 (Order 92-04), § 392-105-030, filed 4/28/92, effective 5/29/92. Statutory Authority: RCW 42.17.250 and 42.17.260. 90-22-044 (Order 39), § 392-105-030, filed 11/2/90, effective 12/3/90; 80-05-034 (Order 80-5), § 392-105-030, filed