

How to Report Financial Activity by the Candidate

A candidate may deposit personal funds into their campaign bank account. There are two options to report this. Both will be reported on form C-3.

1. If the candidate does not want to be repaid, report the contribution using the monetary contribution function, which is on the **Contributions** card on the ORCA dashboard. When you enter a monetary contribution received by a candidate's election campaign into ORCA, and you click the contributor name field, the top option is the **candidate**, with a symbol to the right to show that it's the candidate.
2. If the candidate wants the option to be repaid later, enter the funds as a cash loan. Use the **Cash Loan** function, which is on the **Loans and Debt** card on the ORCA dashboard. The candidate will be the top contact when you click the **Lender Name** field. For each loan that the campaign receives, there should be a **loan agreement** kept with the campaign books of account.

A candidate may spend personal funds to pay a vendor (credit card, check, or other method). They have three options to report this. The expenditure will be reported on a C-4 report.

1. The candidate may receive reimbursement from the campaign bank account within 21 days of the expenditure. Enter the payment to the candidate as an expenditure using the **Monetary Expenditures** function on the **Expenditures** card. Select the candidate as the contact in the **Vendor Paid** field and enter what the candidate bought and the name and address of the merchant where the candidate purchased it in the **Expense Item Description** field.
2. If the candidate does not want to be reimbursed, enter the expenditure as an **in-kind contribution** by the candidate to the campaign. Use the **In-Kind Contribution** function on the **Contributions** card. Select the contact for the candidate in the **Contributor Name** field and enter what the candidate

purchased and the name and address of the merchant that the candidate purchased it from in the **Description** field.

3. If the candidate wants the option to be reimbursed for the purchase after 21 days, enter the purchase as an **in-kind loan**. Use the **In-Kind Loan** function on the **Loans and Debt** card. Click the **Lender Name** field and select the top contact, for the candidate. Enter what was purchased and the name and address of the vendor the candidate bought it from in the **Description** field.

Other Considerations:

Candidates under the **full reporting** option have no limits on contributions that they make to their own campaign (cash or in-kind) except during the 21 days before a general election.

Candidates are only eligible for repayment of personal funds deposited into the campaign bank account if they report those funds as a **loan**. The limit for repaying loans from the candidate to their own campaign (both cash and in-kind) is **\$6,000 per election**. Each loan, whether cash or in-kind, must have a completed [loan agreement](#).