



TREASURER'S BEST PRACTICES CHECKLIST

Preparing Qualifying Contribution Documentation

Remember, it's all in the "CARDS."

C:

- **Certification Forms:** Use the *Qualifying Contribution Certification Form* ("QC Cert Form") for all **cash and check contributions received** – it provides the information needed to fill out the SEEC Form 30, allows SEEC staff to qualify contributions without asking for additional information, and protects you the treasurer. Most contributions cannot be qualified without it. For online contributions, be sure the back-up documentation generated by your merchant account provider containing all contributor information is approved by Commission staff **before** you begin collecting.
- **Clear documents** that are legible.
- **Copies only to SEEC (keep originals in your records).** *Remember to copy each contribution check before you deposit it and copy each certification form you receive.*
- **Contribution ID Number** is **required** on each document. *eCRIS will assign the Contribution ID Number for you.*
- **Contractors:** Review the QC Cert Form for any indication that the contribution might be prohibited, such as the "Yes" box being checked for the question: "Are you a principal of a state contractor or prospective state contractor?"
- **Career:** Be sure the contributor has provided both his or her principal occupation and name of employer. Those who are self-employed must still provide the name of their business.

A:

- **Address** of contributor must be **residential**. Report the address *as it appears on the QC Cert Form*. **No post office box addresses or business addresses are allowed.**

R:

- **Reporting:** Information reported in Section B of SEEC Form 30 must match information on the Qualifying Contribution documentation, particularly the QC Cert Form.

D:

- **Documentation** is required for **every** qualifying contribution.
- **Don't Take Contributions**
 - Less than \$5 or in excess of \$270
 - In any amount from:
 - businesses, including trusts
 - principals of current or prospective state contractors
 - minors under the age of 12
 - individuals who are not U. S. citizens or permanent residents (green card holders)
 - lobbyists during the legislative session
 - Over \$30 from minors between the ages of 12 and 17 (Note – minors cannot give through a parent or guardian's personal check or credit card.)
 - Over \$100 from communicator lobbyists or any individual giving with cash

S:

Sequential: Submit one copy of QC documentation with the grant application in sequential order by Contribution ID Number. (Do not staple, paper clip, or scotch tape anything or gather copies in a vinyl cover, sleeve, or binder. Also avoid three hole punching your QC documentation as hole punching may cut out vital information provided by a contributor.)