

Karen Rimmer - Converse County Clerk

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Filing the Contribution & Expenditure Reports

(WSS 22-25-106)

For

Municipal, County, Judicial, & School Board Candidates, Candidate's Campaign Committee, Political Action Committee (PAC) or Local Initiatives & Propositions

Note: No candidate, candidate's committee or PAC listed above is exempt from filing the required reports regardless of whether or not contributions were received or expenditures were made!

- 1) File the reports on the forms provided to you.
 - a) Select the correct form: Primary **or** General Election
 - b) Contribution: funds, goods, or in-kind services received or provided to the candidate
 - c) Expenditures: all expenses paid on behalf of a candidate or a committee on behalf of a candidate, PAC
 - d) If the reports have been misplaced, call the office. They are also available on the County's website: www.conversecounty.org

- 2) Note the correct date(s) for filing.
 - a) Primary Election (7 days prior to Election Day, Aug. 11, 2020)
 - b) General Election (7 days prior to Election Day, Oct. 27, 2020)

Filing of reports – Options (These are public records.)

a) Mail to my office: 107 N 5th St, Ste 114, Douglas, WY 82633

b) Fax to my office: 307-358-5998

c) Scan and email to: janeen.morvee@converscountywy.gov or karen.rimmer@conversecountywy.gov

i) Scan with a copier machine intended for scanning

ii) **NO** snapshots, as they are generally hard to format and are often not legible.