

**AGENCY MONTHLY REPORT FORM**



**State of Idaho**

Lawrence Denney  
Secretary of State

To Be Filed By:

**A-3** AGENCIES  
(Sec. 67-6619A)

(Type or print clearly in black ink)  
See instructions at bottom of page

Name of Agency/Office:

Name of Contact:

Work Phone:

Mailing Address:

Date Prepared:

Period Covered:  month ending (Mo.) (Day) (Yr.)

Item 1	Totals of all reportable expenditures made or incurred by the Agency or Department.	
Category of Expenditure Reimbursed Personal Living and Travel Expenses Pertaining to Lobbying Activity <b>Do Not Have to be Reported</b>	*Total Amount for All Employers	
Entertainment Food and Refreshment	\$	_____
Living Accommodations		_____
Advertising		_____
Travel		_____
Telephone		_____
Other Expenses or Services		_____
<b>Total</b>	\$	_____

**Item-2** The totals of each expenditure of more than one hundred ten dollars (\$110) for a legislator, other holder of public office, executive officials and member(s) of their household.

Date	Place	Amount	Names of Legislators, Public and Executive Officials and Household Members in Group

**INSTRUCTIONS**

**Who should file this form:** Any State Agency or Office who is required to report interactions with the Legislative or Executive Departments under Section 67-6619A, Idaho Code.

**Filing deadline:** Monthly reports due within fifteen (15) days of the month for activities of the past month.

TO BE FILED WITH: Lawrence Denney  
Secretary of State  
PO Box 83720  
Boise, ID 83720-0080  
elections@sos.idaho.gov  
Phone: (208) 334-2852 Fax: (208) 334-2282

**Item 3** CERTIFICATION: I hereby certify that the above is a true, complete and correct statement in accordance with Section 67-6624 Idaho Code.

Agency Contact Signature

Date