



# ***FOR PAPER FILING ONLY***

## ***Establishment, Administrative and Solicitation Expenses — Form 31-I***

The Establishment, Administrative and Solicitation Expenses form is used *only* when a corporation or labor organization pays directly or sets up a separate administrative account for expenses for its sponsored PAC that operates pursuant to R.C. 3517.082. An example of an establishment expense would be fees paid to attorneys to form the PAC. Administrative expenses could include items such as bookkeeping, computer or copying equipment. Solicitation expenses are those incurred while requesting PAC contributions. Staff compensation and equipment usage expenses are only reportable when the percent of PAC-related compensation or usage exceeds 50 percent of total.

The Date block should be completed with six digits. For example, March 9, 2001, would appear as 03 09 01.

If the PAC directly pays for the establishment, administration or solicitation expenses, it may *not* be reimbursed by the sponsor. If the sponsoring corporation or labor organization wishes to pay these costs, it must either do so directly or set up a separate account upon which the PAC may draw to pay such expenses.

*This form is filed as part of a PAC's campaign finance report only when applicable. The total listed on this form is not transferred to any other form. The total of this form should not be included with the total monetary expenditures appearing on line five of the cover page.*