

Vendor filers --- How to File an LER

Log into COMET. Choose Expenditures

### How to File an LER in COMET

[View](#) | [Amend](#) | [Download PDF](#)

(PAC-23-00053) - Approved Vendor  
Accepted  
The Statement of Organization has been accepted by the Virginia Department of Elections.  
Current Reporting Period: 09/29/2023 - 10/07/2023 Report Due: 10/16/2023

[Contacts](#) [Expenditures](#) [Loans/Debts](#) [Receipts](#) [Reporting](#)

Expenditures for: [How to File an LER in COMET \(PAC-XX-YYYY\)](#)

Click here →

[Create a Large Expenditure Report](#)

Search Expenditures

← Click to Open

↓ Date      ↓ Type      ↓ Payee      Details      ↓ Amount

0 Records | Page 1 of 1 | Page Size 1

Enter all required information and Create the expenditure.  
Make sure that your expenditure entry is accurate. If it looks right, click on Create.

Create a Large Expenditure Report for: [TEST Vendor Filer for LER \(PAC-23-00053\)](#)

\* Required to save the form.

#### Expenditure

Date of Expenditure *	Amount Paid *	Authorizing Name *
10 / 05 / 2023	1000.00	Tammy
Description *	Memo (committee information - not for report)	
Example		

#### Payee

Individual  Corporate

! Avoid Duplicate Contacts

Last Name *	First Name *	Middle Name	(Mr, Ms, Dr)	Suffix
Example	L.E.R.			
Address *	Suite/Apt/Floor			
123 Street Address				
City *	State *	Zip Code *		
Name of City	Virginia	12345		

Please verify that the information is all complete. Once submitted, there will be no way to change or update the information.  
"Create" does not submit the Large Expenditure Report, the report must be submitted on the next page.

Click to create the LER →

[Create](#)

Continue – There's one more step!

Click I declare and Submit your LER

Review & Submit Large Expenditure Report for [How to File an LER in COMET \(PAC-XX-YYYYY\)](#)

Large Contribution Reports

Large Expenditure Reports

### Submit Your Report to the Virginia Department of Elections

#### Schedule D: Expenditures

Payee	Item, Service or Disposition Description	Authorized By	Expense Date	Expense Amount	
Incomplete Contact L. E.R. Example 123 Street Address Name of City, VA 12345	Example	Tammy	10/05/2023	\$ 1000.00	<a href="#">Expenditure</a>

Not an issue for an LER

#### Statement of Treasurer

You are required to check the box acknowledging that you have read the declaration statement before submitting the report to The Virginia Department of Elections.

Please verify that the information is complete. Once submitted, there will be no way to change or update the information.

I declare, subject to the provisions of 5 24.2-1016 which is punishable up to a Class 5 Felony, that this report for 10/05/2023, is to the best of my knowledge and belief true, correct and complete.

↑  
Check this box

Click this button → [Submit Report](#)