

CWA

POLITICAL ACTION

CWA-COPE Check Request Policy

2023

All requests for COPE/PAF checks must be entered through the Quickbase online system. This allows the COPE/Compliance team to obtain all necessary information for our records and for FEC, State, and Local reporting.

If you or someone in your District office do not have access to this system, please contact the COPE/Compliance Supervisor at 202-434-1251.

When verbal approvals for HQ splits or HQ payments have been obtained through the Political Director, note of this must be made in the comments section of the request so that the COPE/Compliance team may verify.

The COPE/Compliance team will work diligently to process ALL check requests in the order they are received and within ten (10) **business** days. (Note: Most direct federal candidate requests should take five (5) business days or less. Requests for Non-Federal State, Local, and Committee requests usually take longer.)

Check requests submitted before 12:00 p.m. Eastern Time will begin the approval process that day (unless received on a non-business day). Checks received after noon ET will begin processing the next business day.

All COPE/PAF check requests will be handled the same (ie, checks for candidates will be processed the same as checks for radio advertisements). Though, please note that radio, television, print advertising, and other similar mediums often require special attention to details (disclaimers, target audience, specific wording). Do NOT submit payment requests the same day payment is needed.

In some instances, the overall process may take longer due to legal/compliance issues, but the COPE/Compliance team will keep District staff updated throughout the process, or the District staff may review the status online using the Quickbase system.

When requests for overnight/special delivery checks are submitted, a CWA Facilities Shipment form must be attached to the online request. Until this form is received, the COPE/Compliance team will not overnight/special delivery any checks.

When requests for wires are submitted, please indicate in the comments section which state or local ledger should be charged for the cost of the service.