



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-3

October 29, 1998

Carolyn Green, Treasurer
Ultramar Diamond Shamrock Employees'
Political Action Committee
6000 N Loop 1604 W
San Antonio, TX 78249

Identification Number: C00215939

Reference: July Quarterly Report (4/1/98-6/30/98)

Dear Ms. Green:

This letter is to inform you that as of October 28, 1998 the Commission has not received your response to our request for additional information, dated October 7, 1998. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

If no response is received within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions regarding this matter, please contact Edward D. Ryan on our toll-free number (800) 424-9530 or our local number (202) 694-1130.

Sincerely,

A handwritten signature in black ink, appearing to read "John D. Gibson".

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION
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RQ-2

Carolyn Green, Treasurer
Ultramar Diamond Shamrock Employees'
Political Action Committee
6000 N Loop 1604 W
San Antonio, TX 78249

OCT 7 1998

Identification Number: C00215939

Reference: July Quarterly Report (4/1/98-6/30/98)

Dear Mr. Green:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Please provide a Schedule A to support the entry reported on Line 16 of the Detailed Summary Page. All refunds received from federal candidates and committees must be itemized on Schedule A regardless of the amount of the refund. 2 U.S.C. §434(b)

-Schedule B supporting Line 23 discloses contributions to federal candidates for which no election designation has been provided. Please note that if no designation is included in your report, the contributions will be attributed to the next upcoming election for the recipient candidate. Thus, for future reporting purposes, it is in your committee's interest to designate the appropriate election in order to avoid the appearance of excessive contributions made to federal candidates by your committee.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 694-1130.

Sincerely,

A handwritten signature in black ink that reads "Edward D. Ryan".

Edward D. Ryan
Reports Analyst
Reports Analysis Division

