



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-3

May 21, 1998

Carol Lottice, Treasurer
Chevron Employees Political Action Cmte.
575 Market Street, Room 908
San Francisco, CA 94105

Identification Number: C00035006

Reference: March Monthly Report (2/1/98-2/28/98)

Dear Ms. Lottice:

This letter is to inform you that as of May 20, 1998, the Commission has not received your response to our request for additional information, dated April 22, 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 Scott Francis on our toll-free number (800) 424-9530 or our local number (202) 694-1130.

Sincerely,

A handwritten signature in black ink that reads "John D. Gibson".

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION
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RQ-2

APR 22 1998

Carol Lottice, Treasurer
Chevron Employees Political Action
Committee
575 Market Street, Room 908
San Francisco, CA 94105

Identification Number: C00035006

Reference: March Monthly Report (2/1/98-2/28/98)

Dear Ms. Lottice:

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 the total(s) for Line 6(a), Column B of the Summary Page. Note that changes in your figures may affect your Column B totals on this report and/or on subsequent reports.

-The totals listed on Line 6(c), 11(a)(ii), 11(a)(iii), 11(d), 19 and 20, Column B of the Summary and Detailed Summary Pages appear to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Column B total. Please amend your report and any subsequent reports that may be affected by this correction.

-Line 11(a)(i) of the Detailed Summary Page of your report discloses a total of \$0 in itemized individual contributions. The sum of the entries itemized on Schedule A, however, indicates the total to be \$867.33. Please amend your report to clarify the discrepancy.

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, appearing to read "Scott Francis". The signature is written in a cursive style with a prominent initial "S".

Scott Francis
Reports Analyst
Reports Analysis Division

