



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

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

MAR 12 1997

Identification Number: C00035006

Reference: 30 Day Post-General Report (10/17/96-11/25/96)

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:

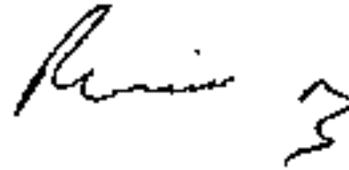
-Your report discloses activity that falls outside the reporting period. Please amend this report by including only the financial transactions that occurred between 10/17/96 and 11/25/96. Any activity occurring outside this reporting period should be included in the appropriate report(s). 2 U.S.C. §434(b)

-Schedule B of your report discloses earmarked contributions. If the contribution passed through your committee's account, each must be itemized on the receipt and expenditure schedules, regardless of the amount. For disclosure purposes, the name and mailing address for each contributor must be provided, and where the contribution exceeds \$200, the individual's occupation and name of employer must also be itemized. Please amend your report accordingly. 11 CFR §110.6(c)(1)(v)

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) 219-3580.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Ng", followed by a stylized flourish or mark.

Richard Ng
Reports Analyst
Reports Analysis Division

