



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

BQ-5

John D. Lavelle, Treasurer
Keycorp Political Action Committee
(FKA: Society Corporation PAC)
127 Public Square, 7th Floor
Cleveland, OH 44114

FEB 2 1996

Identification Number: C00073155

Reference: October Quarterly Report (7/1/95-9/30/95)

Dear Mr. Lavelle:

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 includes computer produced formats of Schedule A. Computer produced formats may only be used upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used. 11 CFR §104.2(d)

Any amendment or clarification should be filed with the Federal Election Commission. 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,

Debbie Manzano

Debbie Manzano
Reports Analyst
Reports Analysis Division

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