



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

July 14, 2006

Mrs. Theresa Tokach, Treasurer
North Dakota Republican Party
1029 N 5th Street
Bismarck, ND 58501

**Response Due Date:
August 14, 2006**

Identification Number: C00018929

Reference: Amended April Quarterly Report (1/1/06-3/31/06), received 6/16/06

Dear Mrs. Tokach:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Commission Records indicate the original amount of the loan from Starion Financial, incurred on 12/10/04 to be \$25,000; however, Schedule C of your report discloses the amount of the loan from Starion Financial, incurred on 12/10/04 to be \$5,000. Please amend your report to clarify this discrepancy. Loans must be continuously reported until they are repaid. 11 CFR §104.3(d)

-Your calculations for Line 31, Columns A and B appear to be incorrect. FEC calculations disclose these amounts to be \$138,955.90 and \$138,955.90, respectively. Please provide the corrected totals on the Detailed Summary Page.

-Schedules B supporting Lines 21(b) and 30(b) of your report discloses payments made to "Visa Services" and "Elan Financial Services". Payments made to credit card companies must identify in *memo entries*, the original vendors from which you have purchased an item or service if your payments to these vendors have exceeded \$200 this year. Please amend your report by providing the name and mailing address of the original vendor, along with the date, amount and purpose of each payment as required by 11 CFR §104.9(b) and clearly identify on the Schedule B, which credit card payment each memo entry relates to (see attached).

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-Itemized disbursements must include a brief statement or description of why the disbursements were made. Please amend Schedule(s) B of your report to clarify the following description(s): "Capital Hilton," "Capital Hilton/Washington DC," and "Northwest Airlines." For further guidance regarding acceptable purposes of disbursements, please refer to 11 CFR §104.3(b)(3).

Furthermore, if these disbursements are reimbursements to individuals for travel and subsistence advances, please be advised that when the reimbursement amount for these advances exceeds \$500, the payments by committee staff that make up the reimbursement may have to be itemized. For example, if the related payment(s) to any one vendor by the staff aggregates in excess of \$200 for the calendar year, the payment(s) must be itemized as a *memo entry* for that reimbursement. Each memo entry must include the complete name and address of the original vendor, as well as the date, amount and an adequate purpose. Please amend your report to include the missing information and clearly identify on the Schedule B, which reimbursement each memo entry relates to. If itemization is not necessary for a particular reimbursement to staff in excess of \$500, you must clarify this in an amendment to this report. 11 CFR §104.9 and Advisory Opinion 1996-20, footnote 3

-Schedule H4 discloses payments made to "Visa Services" and "Elan Financial Services," apparent credit card companies, for shared federal and non-federal activity. Please be advised that these payments must identify as *memo entries*, the original vendors from which you have purchased an item or service regardless of the amount. Please amend your report by providing the name and mailing address of the original vendor, along with the date, amount and purpose of each expenditure (see attached). 11 CFR §§104.10 and 104.17

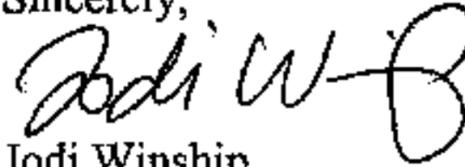
Please note, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter or wish to verify the adequacy of your response, please

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contact me on our toll-free number (800) 424-9530 (at the prompt press 5 to reach the Reports Analysis Division) or my local number (202) 694-1136.

Sincerely,



Jodi Winship

Campaign Finance Analyst

Reports Analysis Division

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Campaign Guide for Nonconnected Committees

Memo Entry

Use a *memo entry* on a schedule to provide information that is not included in the schedule's total dollar figure. Memo entries are used, for example, to disclose the redesignation of a *contribution*.

Filers should exercise caution not to confuse "memo entries" with the "memo text" function used to supply additional information when filing electronically using FECFile.

Refunds Made by the Committee

When a committee refunds a *contribution* to a donor, the committee must include the *disbursement* in the total for the appropriate category of refund on the Detailed Summary Page (Line 28(a), (b) or (c)). If the committee previously itemized the incoming *contribution* on Schedule A, then it must itemize the refund on a Schedule B for the appropriate line number. 104.8(d)(4).

(A committee may return a *contribution* to the donor without depositing it, although the return must be made within 10 days of the treasurer's *receipt* of the *contribution*. 103.3(a). In this case, the committee does not have to report either the *receipt* or the return of the *contribution*.)

Figure 19: Credit Card Transactions

SCHEDULE B (FEC Form 3X) ITEMIZED DISBURSEMENTS		FOR LINE NUMBER: (check only one)	PAGE	OF
<small>Use separate schedule(s) for each category of the Detailed Summary Page</small>		<input checked="" type="checkbox"/> 27 <input type="checkbox"/> 28 <input type="checkbox"/> 29 <input type="checkbox"/> 30		
<small>Any information copied from such Reports and Statements may not be used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.</small>				
NAME OF COMMITTEE (in Full)				
Civil Republic PAC				
Full Name (Last, First, Middle Initial)				
A. Credit Card Corp		Date of Disbursement		
Mailing Address		12 / 30 / 2006		
101 Charles St.				
City State Zip Code				
City ST 00000				
Purpose of Disbursement		Amount of Each Disbursement this Period		
Credit Card Payment (see below)		504.50		
Candidate Name		Category/Type		
		001		
Office Sought:		Disbursement For:		
<input type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President <input type="checkbox"/> Other (specify)		<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)		
State: District:				
Full Name (Last, First, Middle Initial)				
B. Deja Vu Copying Services		Date of Disbursement		
Mailing Address		12 / 01 / 2006		
1001 Pennsylvania Ave.				
City State Zip Code				
City ST 00000				
Purpose of Disbursement		Amount of Each Disbursement this Period		
Printing		337.25		
Candidate Name		Category/Type		
		001		
Office Sought:		Disbursement For:		
<input type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President <input type="checkbox"/> Other (specify)		<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)		
State: District:				
Full Name (Last, First, Middle Initial)				
C. Bob's House of Paper		Date of Disbursement		
Mailing Address		12 / 01 / 2006		
1908 Florida Ave. N.W.				
City State Zip Code				
City ST 00000				
Purpose of Disbursement		Amount of Each Disbursement this Period		
Stationery		267.25		
Candidate Name		Category/Type		
		001		
Office Sought:		Disbursement For:		
<input type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President <input type="checkbox"/> Other (specify)		<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)		
State: District:				

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