RQ-2

FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

August 3, 2004

Kinde Durkee, Treasurer
Committee to Re-Elect Linda Sanchez
601 South Glenoaks Boulevard, Suite 211
Burbank, CA 91502

Response Due Date:
September 2, 2004

Identification Number: C00384057

Reference: July Quarterly Report (4/1/04 - 6/30/04)

Dear Ms. Durkee:

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:

-On Schedule B of your report, you have itemized sub-vendor memo entries for which you have failed to include the date and full address. Please amend your report to include the missing information. (11 CFR §104.3(b)(4))

-Commission Regulations define the term "purpose" to mean a brief statement or description of why a disbursement was made. Examples are "dinner expense", "media", "salary", "polling", "travel", "party fees", "phone banks", "travel expenses", "travel expense reimbursement" and "catering costs". Examples of election day and voter registration activity include "exit polling", "door-to-door get out the vote", "get out the vote phone calls" and "driving voters to the polls". Unacceptable descriptions, which require additional clarification, include but are not limited to "advance", **"consulting services"**, "commission", "contract labor", "retainer", "election day expense", "expenses", "invoice", "support", "expense reimbursement", "miscellaneous", "professional services", "get-out-the-vote", "voter registration," etc. (11 CFR §104.3(b)(4)(A)) Please amend Schedule B of your report to correct the descriptions that do not meet the requirements of the Regulations.