



FEDERAL ELECTION COMMISSION
WASHINGTON D.C. 20461

RQ-2

FEB 9 1994

James M. Ratcliffe, Treasurer
R R Donnelley & Sons Company
Political Action Committee
77 West Wacker Drive
Chicago, IL 60601

Identification Number: C00033977

Reference: August Monthly (7/1/93-7/31/93), September Monthly (8/1/93-8/31/93), October Monthly (9/1/93-9/30/93), November Monthly (10/1/93-10/31/93) and December Monthly (11/1/93-11/30/93) Reports

Dear Mr. Ratcliffe:

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:

-The totals listed on Lines 11(a)(i) and 11(a)(ii), Column B of the Detailed Summary Page 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 totals.

-Your calculations for Line 30, Column B appear to be incorrect. Please provide the corrected total on the Detailed Summary Page.

-2 U.S.C. §434(b)(3) requires itemization of contributions from individuals and persons other than political committees, where the aggregate total from the contributor exceeds \$200 in a calendar year. In addition, 11 CFR §104.3(a)(2)(i)(B) requires a committee to report the total amount of unitemized contributions (see Line 11(a)(ii) of the Detailed Summary Page). If a committee wishes to disclose contributions regardless of the amount contributed, the committee must separate (on separate receipt schedules) those contributors requiring itemization from those who are not required to be itemized. (11 CFR §104.3(a)(4)(i)) For future filings, please submit your reports in this order.

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

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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,



Donald L. Averett
Senior Reports Analyst
Reports Analysis Division

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