



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-3

December 14, 1995

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

Identification Number: C00033977

Reference: September Monthly Report (8/1/95-8/31/95)

Dear Mr. Ratcliffe:

This letter is to inform you that as of December 13, 1995, the Commission has not received your response to our request for additional information, dated November 21, 1995. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

If no response is received within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions regarding this matter, please contact Donald Averett on our toll-free number (800) 424-9530 or our local number (202) 219-3580.

Sincerely,

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosure

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FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-2

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

NOV 21 1995

Identification Number: C00033977

Reference: September Monthly Report (8/1/95-8/31/95)

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:

-Line 11(a)(1) of the Detailed Summary Page of your report discloses a total of \$1,676.21 in itemized contributions from individuals. The sum of the entries itemized on Schedule A, however, indicates the total to be \$1,576.21. Please amend your report to clarify the discrepancy.

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,

Donald L. Averett
Senior Reports Analyst
Reports Analysis Division

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