



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-5

Carol Lottice, Treasurer  
Chevron Employees Political Action  
Committee  
575 Market Street, Room 908  
San Francisco, CA 94105

SEP 25 1998

Identification Number: C00035006

Reference: August Monthly Report (7/1/98-7/31/98)

Dear Ms. Lottice:

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:

-Pursuant to 11 CFR §110.6(c), all earmarked contributions, that have passed through a conduit's account, must be itemized on the receipt (Schedule A) and disbursement (Schedule B) schedules, regardless of the amount. Please identify the original contributors for the earmarked contributions disclosed on Schedule B.

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) 694-1130.

Sincerely,

A handwritten signature in cursive script that reads "Scott Francis".

Scott Francis  
Reports Analyst  
Reports Analysis Division

