



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

JAN 9 1998

Robert A. Burge, Treasurer
American Society of Travel
Agents PAC
1101 King Street
Alexandria, VA 22314

Identification Number: C00114108

Reference: Mid-Year Report (1/1/97-6/30/97)

Dear Mr. Burge:

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:

-Your report includes computer produced formats of the Detailed Summary Page, Schedule A and Schedule B. Computer produced formats may only be used upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used. 11 CFR §104.2(d)

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) 219-3580.

Sincerely,

Debbie Manzano

Debbie Manzano
Senior Reports Analyst
Reports Analysis Division

