

EMPLOYER OCCUPATION FORM

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ **ZIP:** _____

EMPLOYER: _____

OCCUPATION: _____

96030560707

REPUBLICAN PARTY OF NEVADA



Chairman
John Mason

Vice Chairman
Marsha L.
Berkhigler

Secretary
Patsy Pumphrey

Treasurer
Ron Ryan

General Counsel
John Bailey

Finance Committee
George Harris

Chairman,
Rural Caucus
Todd Plimpton

Executive Director
Dan Burdick

Political Director
Kelly Kravicki

Member of
Congress
Tom Wiesner

Member of
Congresswoman
Barbara
Vucelja

June 13, 1996

John D. Gibson
Assistant Staff Director
Reports Analysis Division
Federal Election Commission
Washington, D.C. 20463

Identification Number: C00082925

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

Dear Mr. Gibson:

In your letter of May 30, 1996, you requested a description of our procedures for requesting the occupation and name of employer for those individuals who have contributed more than \$200 in a calendar year. Attached is a written description of our procedures. Also attached is a copy of the form letter sent to contributors and the response card. A postage paid return envelope is also included in the mailing to the contributor.

The procedures in effect in August of 1995 were the same as the attached description except that the notations and initialling of the check copies to form an audit trail have been instituted since I was elected Treasurer in May of 1996.

Please contact me at (702) 368-3715 if you have any questions or require additional information.

Sincerely,



Ron Ryan
Treasurer



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Political Director
Kelly Krollicki

Member of
Congress
Tom Wiesner

Member of
State Assembly
Birkette
Vukobratich

Name
Address
City, State, Zip

Dear (Salutation):

On behalf of the Nevada Republican Party, our sincere thanks for your generous contribution. The commitment you have made will have a direct bearing on the success of our campaign.

The strict regulations of the Federal Election Commission require that the campaign obtain the following information regarding employment. Please complete the attached form, and return it to us as soon as possible in the enclosed envelope. To expedite this process, you may also fax the form to us at (702) 258-9352.

We appreciate your assistance in this matter, which will help the campaign to comply with all federal requirements.

Thank you again for your generosity and support. Please do not hesitate to contact us at (702) 258-9182 should you have any questions.

Sincerely,

Dan Burdish
Executive Director

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6
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**NEVADA STATE REPUBLICAN CENTRAL COMMITTEE
FEC BEST EFFORTS PROCEDURES**

1. Contribution received.
2. Check copied and supporting documentation attached
 - Check processed for deposit
3. Bookkeeper reviews check copy and documentation to determine that all required information is included.
 - If all is included, a check mark is placed on the check copy and initialed.
4. If all required information is not included, the bookkeeper checks prior FEC data to determine if information is on file.
 - If on file, "on file" is noted on the check copy and initialed
5. If the information is not on file, the bookkeeper or receptionist immediately calls the contributor for further information.
 - Time and date of call(s) is noted and initialed on check copy
 - If contact is made, the information card is completed by the caller, dated and initialed, and attached to the check copy and documentation.
6. If contact is not made, the form letter with return card and postage paid envelope is mailed to the contributor; "form letter sent" is noted on the check copy along with the date sent and initialed by the sender.
 - If the return card is received back from the contributor before the contribution is entered on the FEC report, the card is attached to the check copy and documentation and processed in the normal manner.
 - If the return card is received back from the contributor after the contribution has been entered on the FEC report, it is forwarded to the bookkeeper for entry on an amendment.
7. The Executive Director and/or Treasurer will periodically spot check the documents to verify that procedures are being followed.

9603056071C

Federal Election Commission
**ENVELOPE REPLACEMENT PAGE
FOR INCOMING DOCUMENTS**

The Commission has added this page to the end of this filing to indicate how it was received.

Hand Delivered

DATE OF RECEIPT

First Class Mail

POSTMARKED

6/13/96

Registered/Certified Mail

POSTMARKED

No Postmark

Postmark Illegible

Received from the House Office of Records
and Registration

DATE OF RECEIPT

Received from the Senate Office of Public
Records

DATE OF RECEIPT

Other (Specify):

POSTMARKED

and/or DATE OF RECEIPT

E.S.
PREPARER

6/18/96
DATE PREPARED

96030560711