



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

October 7, 2003

RQ-2

Alan J. Randzin, Treasurer
Jim Gerlach for Congress Committee
911 Welsh Ayres Way
Downingtown, PA 19335

Response Due Date:
November 6, 2003

Identification Number: C00372102

Reference: July Quarterly Report (4/1/03-6/30/03)

Dear Mr. Randzin:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. An adequate response must be received at the Commission by the response date noted above. An itemization of the information needed - follows:

-Line 1 of FEC Form 3Z-1 discloses \$635,735.42 in gross receipts for the Primary Election and \$1,049,097.63 in gross receipts for the General Election. Gross receipts includes all receipts disclosed on Lines 11, 12, 13, 14 and 15 of the Detailed Summary Page by all of the candidate's authorized committees. Information provided in this report and in prior reports indicates that additional receipts should have been itemized in your report(s). Please correct this discrepancy and file an amendment to your report. (11 CFR §104.19(b))

-Commission Regulations define the term "purpose" to mean a brief statement or description of why a disbursement was made. Examples are "dinner expense", "media", "salary", "polling", "travel", "party fees", "phone banks", "travel expenses", "travel expense reimbursement" and "catering costs". Examples of election day and voter registration activity include "exit polling", "door-to-door get out the vote", "get out the vote phone calls" and "driving voters to the polls". Unacceptable descriptions,

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