



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

MAY 20 1998

Gary L. Vest, Treasurer
Caterpillar Tractor Co. Committee
For Effective Government
100 N. E. Adams Street
Peoria, IL 61629

Identification Number: C00148031

Reference: Amended Year End Report (7/1/97-12/31/97) dated 3/26/98

Dear Mr. Vest:

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:

-It appears that your committee is only disclosing the occupation for each contributor on Schedule A of your report. Please be advised that you must also provide the name of employer for each contributor. Please amend your report by supply the omitted information or providing an explanation of your efforts in this regard. 11 CFR §§104.3(a)(4)(i) and 104.7.

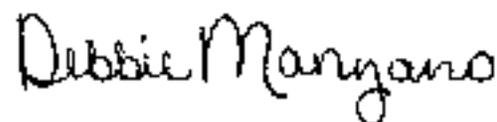
-Your report disclosed a category of financial activity that has been reflected on the wrong line of the Detailed Summary Page. Transfers to affiliated committees should be properly disclosed on a separate Schedule B, supporting Line 22 of the Detailed Summary Page. Please refer to the instructions contained on the forms to determine the proper categorization when preparing your next filing.

-Your report includes computer produced formats of the Summary and Detailed Summary Pages. 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)

-Your report includes a computer produced format(s) of Schedules A and B which is different from the format approved by the Commission previously. Please submit a separate sample format with a cover letter requesting approval of the new format. For future filings, please use only FEC approved formats.

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) 694-1130.

Sincerely,



Debbie Manzano
Senior Reports Analyst
Reports Analysis Division

