FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

David Powdrell, Treasurer
Friends of Lois Capps
P.O. Box 23940
Santa Barbara, CA 93121

MAR 24 1998

Identification Number: C00331389

Reference: Year End Report (12/24/97-12/31/97)

Dear Mr. Powdrell:

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:

-Schedule B of your report discloses reimbursements to individuals for transactions other than travel, meals and lodging. Please be advised that when itemizing reimbursements to individuals for goods or services, if the payment to the original vendor aggregates in excess of $200 in a calendar year, a memo entry including the name and address of the original vendor, as well as the date, amount and purpose of the original purchase must be provided. Please amend your report to include the missing information. (11 CFR § 104.9)

-Commission Regulations define the term "purpose" to mean a brief statement or description of why a disbursement was made. Examples are, but not limited to "dinner expense", "media", "salary", "polling", "travel", "party fees", "phone banks", "travel expenses", "travel expense reimbursement" and "catering costs". Unacceptable descriptions include "advance", "election day expense", "expenses", "other expenses", "expense reimbursement", "miscellaneous", "outside services", "get-out-the-vote" and "voter registration". (11 CFR §104.3(b)(4)) Please amend Schedule B of your report to correct the descriptions which do not meet the requirements of the Regulations.

-For future reports, please be advised that you should provide the complete name of any political committee that has contributed to your committee.