



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-3

July 6, 2000

Dana Thompson, Treasurer
Sheet Metal and Air Conditioning
Contractors' Political Action Committee
4201 Lafayette Center Drive
Chantilly, VA 22021

Identification Number: C00013961

Reference: April Quarterly Report (1/1/00-3/31/00)

Dear Ms. Thompson:

This letter is to inform you that as of July 5, 2000, the Commission has not received your response to our request for additional information, dated June 14, 2000. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

An adequate response must be received at the Commission by July 26, 2000. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

If you should have any questions regarding this matter, please contact Scott Walker on our toll-free number (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division) or our local number (202) 694-1130.

Sincerely,

A handwritten signature in cursive script, appearing to read "John D. Gibson".

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Dana Thompson, Treasurer
Sheet Metal and Air Conditioning
Contractors' Political Action
Committee
4201 Lafayette Center Drive
Chantilly, VA 22021

JUN 14 2000

Identification Number: C00013961

Reference: April Quarterly Report (1/1/00-3/31/00)

Dear Ms. Thompson:

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:

-Please amend Schedule B supporting Line 23 by providing the office sought (i.e. House or Senate) including the state and congressional district for each contribution made. 11 CFR §104.3(b)(3)(ii) and (v)

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 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

Scott Walker
Reports Analyst
Report Analysis Division

