



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

Claire Buchan, Treasurer  
The ServiceMaster Co. PAC  
One ServiceMaster Way  
Downers Grove, IL 60515

AUG 15 2001

Identification Number: C00331363

Reference: October Quarterly (7/1/00-9/30/00) and 30 Day Post-General  
(10/19/00-11/27/00) Reports

Dear Ms. Buchan:

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 (House, Senate or President), state and congressional district, if applicable, 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,

*Andrea Needles*

Andrea Needles  
Senior Reports Analyst  
Reports Analysis Division