



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

April 20, 2016

VIVIAN GARZA-STEELE, TREASURER
ZACHRY CORPORATION POLITICAL ACTION
COMMITTEE (ZACOPAC)
P. O. BOX 33240
SAN ANTONIO, TX 78265

Response Due Date
05/25/2016

IDENTIFICATION NUMBER: C00048165

REFERENCE: APRIL QUARTERLY REPORT (01/01/2016 - 03/31/2016)

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **Failure to adequately respond by the response date noted above could result in an audit or enforcement action.** Additional information is needed for the following 1 item(s):

- On Schedule B, you have disclosed disbursements to federal political contributions. Commission regulations require that these itemized disbursements include the recipient's full name, complete address, date, amount, purpose, state, office sought (House, Senate, or President), and district (if applicable). Please amend your report to include the state, office sought (House, Senate, or President), and district (if applicable). (11 CFR §104.3 (b) (3))

Please note, you will not receive an additional notice from the Commission on this matter. Adequate responses must be received by the Commission on or before the due date noted above to be taken into consideration in determining whether audit action will be initiated. 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. **Requests for extensions of time in which to respond will not be considered.**

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter or wish to verify the adequacy of your response, please

ZACHRY CORPORATION POLITICAL ACTION COMMITTEE (ZACOPAC)

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contact me on our toll-free number (800) 424-9530 (at the prompt press 5 to reach the Reports Analysis Division) or my local number (202) 694-1169.

Sincerely,



Kevin Fortkiewicz
Senior Campaign Finance Analyst
Reports Analysis Division

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