



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

February 17, 2004

Ann Hand, Treasurer
Westmoreland for Congress
25 Brett's Bend
Sharpsburg, GA 30277

Response Due Date:
March 18, 2004

Identification Number: C00387126

Reference: Year-End Report (10/1/03-12/31/03)

Dear Ms. Hand:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-On Schedule B of your report, you have itemized disbursements for which you have failed to include the address. Please amend your report to include the missing information. (11 CFR §104.3(b)(4))

-Schedule B of your report discloses disbursements to credit card companies. When reporting payments to credit card companies, if the payment to the original vendor aggregates in excess of \$200 in an election cycle, you must itemize, as a memo entry, the name and address of the original vendor, together with the date, amount and purpose of the expenditure. If itemization is not necessary, you must indicate so in an amendment to this report. Please correct your report to include the missing information. (11 CFR §104.9)

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. 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.