



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

February 9, 2005

Ms. Ann Marie Bitta, Treasurer
Abbott Laboratories Employee
Political Action Committee
100 Abbott Park Rd, D312 AP6D
Abbott Park, IL 60064

Response Due Date:
March 11, 2005

Identification Number: C00040279

Reference: 30-Day Post-General Report (10/14/04-11/22/04)

Dear Ms. Bitta:

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:

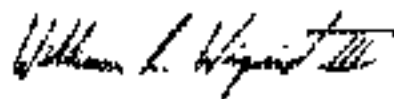
-Your report discloses a loan from a lending institution; however, you have not mailed a copy of a Schedule C-1 and a copy of the loan agreement. As an electronic filer, you must submit the Schedule C-1 electronically without the original signature from the lending institution. In addition, you must mail a copy of the loan agreement and a separate copy of the Schedule C-1 that contains the original signature from the lending institution. Please submit the missing documents. (11 CFR §§104.3(d)(2) and 104.18(h))

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. 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.

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 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) 694-1394.

Sincerely,

A handwritten signature in cursive script, appearing to read "William S. Wiquist".

William S. Wiquist
Campaign Finance Analyst
Reports Analysis Division

