FEDERAL ELECTION COMMISSION		
MANUAL OF DIRECTIVES	COMMISSION DIRECTIVE	
	REVOKES Directive No. 37 Dated October 6, 1980	**NO. 37 (Revised)**
		Effective Date November 20, 2006
COMMISSION APPROVAL OF COMPUTER PRODUCED SCHEDULES OF ITEMIZED RECEIPTS AND DISBURSEMENTS		

The Commission has delegated the authority to approve the use of computer-produced schedules by reporting committees to the Reports Analysis Division (RAD). The Directive applies only to those reporting entities that are filing paper reports and does not affect electronic filers.

Section 104.2(d) of the Commission's regulations states:

> With prior approval of the Commission a committee may use, for reporting purposes, computer-produced schedules of itemized receipts and disbursements provided they are reduced to the size of FEC forms. The committee shall submit a sample of the proposed format with its request for approval.

By delegating the authority to review and approve these computerized schedules, the Commission avoids the necessity of reviewing and approving on a formal basis each of these requests.

RAD will adhere to the following procedures when reviewing proposed computerized schedules:

> All committees that request Commission approval will be required to submit a paper copy of each proposed schedule in the format in which it would appear when filed with the Commission.

> In reviewing these requests, the following standards will be applied:

1) If the computerized schedule contains all of the information appearing on the official FEC schedule or is missing only minor items, such as page numbers, the schedule will be approved (subject to any requested modifications as set forth in #2 below). If essential information is omitted, the computerized schedule will not be approved and RAD will specify what additional information must be supplied in a letter to the committee.

2) If all essential information is supplied but it is not in the format which allows the FEC to process the schedule in a normal manner, RAD will give conditional approval to the proposed schedule and request that the committee modify the proposed schedule to conform to the format provided in the official schedule of the FEC.

3) RAD will not approve any schedule which cannot be reproduced legibly.

This Directive was adopted on November 20, 2006.

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