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United States Senate

COMMITTEE ON SMALL BUSINESS
WASHINGTON, DC 20510-6350

EMILIA DISANTO, STAFF DIRECTOR
PATRICIA R. FORBES, DEMOCRATIC STAFF DIRECTOR AND COUNSEL

October 12, 2000

Via Facsimile: (202) 205-6802

The Honorable Aida Alvarez
Small Business Administration
409 Third Street, S.W.
Washington, D.C. 20416

Dear Ms. Alvarez:

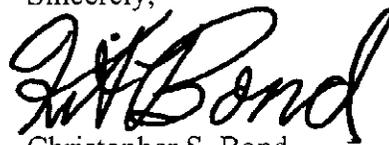
As part of the oversight responsibilities of the Committee on Small Business (Committee), please provide the Committee with the following documents:

- Copies of all contracts, orders placed against other contracts or blanket purchase agreements, purchase orders, and credit card purchases to provide make-up and any other personal care services for the period October 1, 1998 through October 5, 2000 for senior staff members of the Small Business Administration (SBA).

In the event all or portions of the information becomes available, please provide such information as collected, but in no event later than October 20, 2000.

Thank you for your cooperation in responding to this request. Should you have any questions, please feel free to contact Paul Cooksey at (202) 224-5175.

Sincerely,



Christopher S. Bond
Chairman