

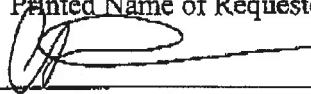
Use tab key to complete or print clearly.

Response Due Date: 1-8-16
(for office use only)

**FREEDOM OF INFORMATION ACT (FOIA) REQUEST
FOR EASTERN ILLINOIS UNIVERSITY RECORDS**

Date: December 9, 2015

To: Robert L. Miller
FOIA Officer/General Counsel
Eastern Illinois University
Blair Hall, Room 2102
600 Lincoln Avenue
Charleston, IL 61920
Phone: 217-581-7249
Fax: 217-581-7989

From: Christian C. Schoonover
Printed Name of Requester

Signature of Requester

Mailing Address:
219 Lincoln Avenue
Charleston, IL 61920

Telephone: 217-345-6313

If you are an EIU employee, please indicate below the name and address of your department **ONLY** if you want the record(s) to be sent there:
Department: _____
Building: _____ Room: _____

Description of requested record(s):

I am requesting a copy of all invoices paid to Gavina Graphics, Wave Graphics, Nancy's Lettering Shop, and The Shirt Factory, whether by check or P-Card between the dates of November 1, 2014 and October 31, 2015. This would be inclusive to all university departments regardless of whether they are funded through allocated funds or student fees.

Records will be provided and fees charged according to the Illinois Freedom of Information Act. Pursuant to 5 ILCS 140/6, a response from the FOIA Officer will be provided within five (5) business days. If this is a request for commercial purposes, the response is 21 working days after receipt pursuant to 5 ILCS 140/3.1(a). You will be notified if additional time is required to process your request.

CLEAR

RECEIVED
DEC 9 2015
EIU GENERAL COUNSEL