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Response Due Date:

6-30-14
(for office use only)

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

Date: 6-24-14

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: Sherry Clayton

Printed Name of Requester

Sherry Clayton
Signature of Requester

Mailing Address:
Watts Copy Systems, Inc.

2860 Stanton Ave. Springfield IL 62703

Telephone: 217-529-6697 X 9275

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):

Would like to have rental/lease contracts of the company who is supplying your copiers/faxes/mfd's. Would appreciate email response or mail response.

Thank you,

Sherry Clayton

Administrative Assistant, Watts Copy Systems sclayton@wattscopy.com

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.

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JUN 24 2014

CLEAR

EIU GENERAL COUNSEL