

On the 14 day of August, 2013, at the hour of 4:50 PM, the following individuals emailed a request to the office of Schiller Park School District 81 and requested the following records:

Name: Diane Morioka Phone: [REDACTED]

Address: [REDACTED]

Records sought: **a copy of the July Ancel & Glink invoice**

Paper copy from paper or electronic source (50) pages or less) No charge

Paper copy from paper or electronic source (51)pages or more) \$.15 per page

Copy of audio or video material Cost of media

Requestor's Signature

Employee Signature and Title _____

The records may take up to five days to assemble. District office staff will notify you when the items are available.

Numbers of copies made _____ Cost \$ _____

I hereby certify the above requested records were presented to me, for inspection or copies provided on _____ day of _____, 2012.

Requestor's Signature _____

Checks are made payable to School District 81

If additional time is needed, we will notify the requestor in writing within 5 business days after the receipt of the request of the statutory reason for the extension and when the requested information will be produced.

Thank you,

Diane Morioka

Finance

Travel & Expense