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or print clearly.

Response Due Date:

3-17-15  
(for office use only)

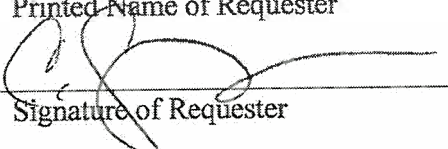
**FREEDOM OF INFORMATION ACT (FOIA) REQUEST  
FOR EASTERN ILLINOIS UNIVERSITY RECORDS**

Date: March 10, 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: Carolina Summers

Printed Name of Requester

  
Signature of Requester

Mailing Address:  
3490 Martin Hurst Road

Tallahassee, FL 32312

Telephone: 800.628.4509

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 would like to submit a request to receive copies of all bids (including any deemed to be non-responsive) and scoring sheets, for RFI #SLP15-02: Commencement Photography Services. If possible, please provide these copies in PDF format. We will, of course, be glad to cover any associated costs.

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.

**RECEIVED**

MAR 10 2015

**EIU GENERAL COUNSEL**