

Use tab key to complete or print clearly.

Response Due Date: _____
(for office use only)

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

Date: 12-17-2012

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: Robert Vardell
Printed Name of Requester

Robert Vardell
Signature of Requester

Mailing Address: _____

RECEIVED

DEC 17 2012

Telephone: _____

EIU GENERAL COUNSEL

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 the actual product specifications on the three different can liners purchased on P.O. #PN13432 by

More specifically, I am requesting the length, width, mil or micronr thickness and net case weight of each of these items.

Records will be provided and fees charged according to the Illinois Freedom of Information Act. Pursuant to 5 ILCS 140/3(d), 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