

April 6, 2010

Vicki Woodard
University Marketing and Communications
2130 Old Main
Eastern Illinois University
600 Lincoln Ave.
Charleston, IL 61920

Daily Herald Capitol Press Bureau
Care of Chase Castle

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GENERAL COUNSEL
Eastern Illinois University

Ms. Woodard,

I officially am filing a release of public records as is accorded under the general provisions of the Freedom of Information Act, 5 ICLS 140.

Specifically, I seek the details of expenses pertaining to caps and gowns used for graduation ceremonies by all Eastern Illinois University (referred to hereafter as "university") students, including undergraduate, graduate and professional students. This includes but is not limited to:

- The total number of caps and gowns the university anticipates to sell for the school year ending in 2010
- The exact cost the purchase/s the university last made for caps and gowns
- The exact number of caps and gowns the university received in that last purchase
- A reproduction of the receipts and/or contracts between the university and cap and gown vendor/s detailing the university's last cap and gown purchase.
- A complete list of the exact expenses students are required to pay for their participating in the 2010 commencement ceremonies, including but not limited to cap, gown, tassel and/or hood costs, "graduation contract fees," and any similar expenses.

We request this data be collected as soon as possible. Pursuant to section 3 of the F.O.I.A. statute, I would like to receive a reply regarding this request within five business days.

Thank you for your time and hard work and I hope to be in touch soon.

Sincerely,

Chase Castle