

Acme Research

University Expenditures Database Project

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July 1, 2011

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GENERAL COUNSEL
Eastern Illinois University

Mr. Robert L. Miller
General Counsel/FOIA Officer
Eastern Illinois University
2102 Blair Hall
600 Lincoln Avenue
Charleston, IL 61920-3099

RE: Freedom of Information Act Request

Dear Mr. Miller:

Under the Illinois Freedom of Information Act, we formally request that your office provide us with public spending information, including both capital and operating expenditures, for payments made by or on behalf of Eastern Illinois University during fiscal year 2011. Specifically, for any payee *other than a regular employee or student* paid a cumulative total amount of more than \$10,000, we seek the payee name and address and the cumulative total dollar amount paid to the subject payee over the relevant time period. The \$10,000 threshold was established to minimize reporting for respondents. This is the same information that Marcia Lawhead was kind enough to provide for your university via email for fiscal year 2010.

The information will be used for research aimed at identifying patterns of spending by public entities. No part of the data will be used as a mailing list and your supplying the information cannot be construed as an endorsement of either your payees or our work.

Of course we are willing to reimburse your office for any reasonable expense incurred in providing the requested information *if an estimate of costs is provided for our approval before the work is performed*. We would prefer to receive the data in CSV text *or* PDF document *or* Excel spreadsheet attached to an email, or via File Transfer Protocol to our secure server, or on PC-formatted media sent by mail.

Should you have questions or need to advise me to redirect this request, you can contact me by telephone at _____ or via email at _____. I will check back with your office by telephone to confirm receipt of this request and get an estimate of your timeframe for response.

Thank you for your continuing assistance!

Yours truly,



Toni Hill
Project Administrator