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FEB 15 2010

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

GENERAL COUNSEL Eastern Illinois University

Date: ~~11/23/2009~~ 2/12/2010

To: Robert L. Miller FOIA Officer/ General Counsel Eastern Illinois University 600 Lincoln Avenue Charleston, IL 61920 Telephone:217-581-7249 Facsimile:217-581-7989

From: David K. Welch Printed Name of Requester

Mailing address:

Telephone number:

Please type or print clearly.

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: Address:

Description of requested record(s):

Sir, I would like to request a copy of bid responses for Bid #BP008399 "HD Upgrade". Bid was first published 10/7/09 and awards were just published 11/23/09. Thank you for your assistance.

FORM MUST BE SIGNED.

Signature of Requester

Records will be provided and fees charged according to the Illinois Freedom of Information Act. Pursuant to Section 6000.250, 2 Ill. Admin. Code, a response from the FOIA Officer will be provided within seven working days. You will be notified if additional time is required to process your request.