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Via US Mail and Email to: MGreenlee@nbcusd.org
Dr. Michael J. Greenlee, Superintendent
or, applicable Freedom of Information Act Officer
North Boone Community Unit School District #200
6248 North Boone School Road
Poplar Grove, IL 61065

Received
MAY 01 2024
North Boone CUSD
District Office

Re: Illinois Freedom of Information Act Request

Dear Dr. Greenlee:

Under the Illinois Freedom of Information Act, 5 ILCS 140, I am requesting an opportunity to obtain copies of the following public records:

1. A list of all School District credit card accounts and all authorized credit card users for each account. Further, provide employee/staff name, department and last four digits of the card number for each approved user.
2. For each credit card account, include i) the monthly statements, ii) all documents, written notes, email and electronic communications regarding the aforementioned statements from the Superintendent, board, staff, employees or administration from the date of April 1, 2021 to present.
3. Please provide a complete vendor list, vendor code assigned by the District and the dollars spent with each vendor for the following years:
 - a) 2021
 - b) 2022
 - c) 2023
 - d) 2024

I understand that the Act permits a public body to charge a reasonable copying fee not to exceed the actual cost of reproduction and not including the costs of any search or review of the records. 5 ILCS 140/6. I am willing to pay fees for this request up to a maximum of \$100.00. If you estimate that the fees will exceed this limit, please inform me first. However, the law allows you

to impose a waiver or reduction of fees when information is sought to access information regarding the legal rights of the general public, as is the case for this request concerning the reasonable usage of taxpayer dollars for the furtherance of the District's lawful purposes. Copies may be sent to me electronically in PDF format at twilke@zcwlaw.com.

Further, this request is not for Commercial Purposes.

I look forward to hearing from you in writing within five working days, as required by the Act 5 ILCS 140(3). Thank you for considering and responding to this request.

Very truly yours,
ZANCK, COEN, WRIGHT & SALADIN, P.C.



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TMW/hah