

Geneva Community Unit School District 304

Office of the Superintendent

MEMO

To: Board of Education
From: Kent Mutchler
Subject: Response to Freedom of Information Request(s)
Date: August 26, 2013

Per the requirements of the statute, the Board is receiving notification that the following FOIA requests have been received and responded to by Communication Coordinator Kelley Munch or Superintendent Kent Mutchler.

- 1) Ashley Sloboda, Kane County Chronicle, requested the following records: "A list of all school district employees and board members who were given or allowed to use a district procurement card (P Card) in the 2011-2012 and 2012-2013 school years and the monthly limits for those users/cards. Monthly statements for those credit cards during those years." A second email, also received on August 9, 2013, narrowed the scope of the request to only include information for the 2012-2013 school year.

This FOIA was received August 9, 2013, and responded to on August 14, 2013. It took one District employee a total of 35 minutes (\$18.43) to respond to this FOIA.

/kcm

Cc: P. Burgeson, Administrative Assistant