

VERBAL REQUEST PERMITTING RECORDS INSPECTION

Date: January 22, 2010
Name: Ms. Jennifer McPherson
Address: 1100 Covington Drive
Lemont, IL. 60439

As per our phone conversation on: January 22, 2010, a verbal request was made to inspect and/or be given a copy of the following records.

1. A detailed bill for the Marriott Hotel, San Francisco for the National Conference on Education in February, 2009.


Robert D. Beckwith, Business Manager

RESPONSE TO VERBAL REQUEST PERMITTING RECORDS INSPECTION

Date: January 29, 2010
Name: Ms. Jennifer McPherson
Address: 1100 Covington Drive
Lemont, IL. 60439

As per our phone conversation on: January 22, 2010, a verbal request was made to inspect and/or be given a copy of the following records.

1. A detailed bill for the Marriott Hotel, San Francisco for the National Conference on Education in February, 2009.

This bill was provided to you in a previous request. The detail of the bill was for reimbursement to Dr. Ricker for parking and internet access while attending the conference.

If you should have any further questions, please contact me.



Robert D. Beckwith, Business Manager