

Atlanta Public Library District
112 SW Arch Street
Atlanta, IL 6123

Dear FOIA Public Liaison:

This is a request under the Freedom of Information Act (5 ILCS 140). If you are not the FOIA officer, please immediately forward to the FOIA officer.

I request that a copy of the following documents (or documents containing the following information) be provided to me.

1. Copies of all cash register over/short report(s) for the Palm's Grill for the period January 1, 2016 to current.
2. Copies of all receipts for cash paid out of register during the time period January 1, 2016 to current.
3. Copies of all UI-3/40 for the Palm's Grill for the period January 1, 2016 to current.
4. Copies of all invoices billed for parties/groups (i.e. Christmas parties/buses, etc.) for the time period January 1, 2016 to present.

In order to help to determine my status to assess fees, you should know that I am:

An individual seeking information for personal use and this is not a commercial request.

Additional comments:

I am requesting electronic copies. Please provide in PDF format on the enclosed flash drive.

Thank you for your consideration of this request.

Sincerely,
