

MICHIGAN FREEDOM OF INFORMATION ACT STANDARD FORM FOR DETAILED ITEMIZATION OF FEE AMOUNTS

If payment is required as indicated in the accompanying letter, requested information may not be released until the payment described below is received. Please call 231-933-1795 or return this form to the FOIA Coordinator if you decide you do not wish to receive this information. After ninety (90) days it will be assumed that you no longer require the requested documents.

Distribution: Requestor (2)

REQUESTOR'S NAME AND ADDRESS:		
BILL CALCULATION		AMOUNT
LABOR: Searching for and locating the material: No. of Hours: 0.00 <input checked="" type="checkbox"/> Wage Rate (including fringes) 0.00 Reviewing the material, including separating exempt from non-exempt material: No. of Hours: 0.00 <input checked="" type="checkbox"/> Wage Rate (including fringes) 0.00		\$ 0.00
POSTAGE: (Actual Cost)		\$ 0.00
DUPLICATING: Labor: No. of Hours 0.00 <input checked="" type="checkbox"/> Wage Rate (including fringes) 0.00 Paper: No. of Pages: <input checked="" type="checkbox"/> Copying Rate \$.10 per page		\$ 0.00
OTHER COSTS: Describe (e.g. Overtime, cost of audio tapes etc.)		\$ 0.00
Make check (business/personal) or money order payable to: TCAPS Mail Check/Money Order to: Traverse City Area Public Schools FOIA 412 Webster Street Traverse City, MI 49686		TOTAL \$ 0.00
Return a Copy of this Invoice With Your Payment		
PLEASE NOTE THAT IF A DEPOSIT IS REQUESTED, (TOTAL IS GREATER THAN \$50.00), THE INDICATED AMOUNT IS AN ESTIMATE OF THE COST OF COMPLYING WITH YOUR REQUEST. THE ACTUAL COST MAY VARY FROM THIS AMOUNT.		DEPOSIT \$
For Internal Use Only		
REQUESTED INFORMATION TO BE: <input type="checkbox"/> Provided without charge <input type="checkbox"/> Mailed upon receipt of payment <input type="checkbox"/> Paid and picked up in person	Check / M.O. # From:	BALANCE TO BE PAID* \$ 0.00
Date Payment Received:	Date Documents Mailed:	Date Documents Picked Up:
Deposit payment in account #: MK361HF	Cost Center:	Object Code:

Communications - FOIA file
Business Office

6/22/15
12/10/15
10/10/16
9/11/17
6/25/18