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Purchasing Agent

Hanna Shatswell
Purchasing Deputy



REQUEST FOR RECORDS

NAME OF REQUESTER _____ DATE: _____

SIGNATURE OF REQUESTER _____

ITEMS REQUESTED: PLEASE BE SPECIFIC WITH YOUR REQUEST AND INCLUDE

DATES: _____

CHARGES: Paper Copies - \$1.00/per page
Electronic Copies - \$0.25/per image (\$0.15 per image if 3500+ images)
Certifications - \$1.00/each certification

TO BE COMPLETED BY RECORDS CUSTODIAN

DATE INFORMATION PROVIDED _____ AMOUNT CHARGED \$ _____

DOCUMENTS PROVIDED: _____

PROVIDED BY (SIGNATURE) _____

SIGNATURE OF REQUESTER VERIFYING ITEMS RECEIVED: _____