



# EMPOWERING ALL STUDENTS

Learners Today - Leaders Tomorrow

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March 11, 2020

Helen R. Oliver  
Data Collection Rep  
Neopost  
2304 Tarpley Rd.  
Carrollton, Tx. 75004

Dear Ms. Oliver:

On March 6, 2020, you sent an email request pursuant to the Freedom of Information Act (FOIA) seeking records from Crystal Lake Elementary District 47 ("District"). In your FOIA you requested:

1. A copy of the lease, rental or purchase agreement for the postage and mailing equipment.
  - [Pitney Bowes Contract](#) can be found in the September 17, 2018 board meeting under the consent agenda item 4.8 District Contracts.

The information above serves as our fulfillment of obligation to your request. If I can be of further assistance, please don't hesitate to contact me.

Sincerely,

Clare F. Bourne  
Freedom of Information Officer  
Crystal Lake School District 47

**REQUEST FOR ACCESS TO PUBLIC RECORDS**  
**PURSUANT TO THE FREEDOM OF INFORMATION ACT (5ILCS 140)**

Date of Request: 3-6-2020  
Name: NELEN Roliver  
Address: 2304 Tarpley Rd  
#134 Carrollton TX  
75004

FOIA Record # \_\_\_\_\_  
Organization: Quadiet  
Phone Number: 866 992-0799x  
67171

**I HEREBY REQUEST ACCESS TO THE FOLLOWING RECORDS:**

I am requesting a copy of the lease,  
rental or purchase agreement for the  
postage and mailing equipment

Within 5 business days of the District receiving your request, you are entitled to a response, or notice that the district is in need of addition processing time (not to exceed an additional 5 business days). When our response is complete, we will contact you.

The District's response, including all supporting documents, and FOIA request with all submitted information, will be posted online under "Freedom of Information" on the District 47 website. District 47 provides this service as a public courtesy for no fee. Documents will be posted within 10 business days from our response to your request.

Fees will apply after the initial limited amount of black and white copies are provided. Actual cost of color or abnormal size copies will apply.

**FOR OFFICE USE ONLY:**

The District's response and records were accessed by:  In House Inspection  Pick-up  Mail  Fax  Email

Date: \_\_\_\_\_ Time: \_\_\_\_\_

AMT REC'D: \_\_\_\_\_ Check# \_\_\_\_\_ Cash \_\_\_\_\_

FOIA Officer: \_\_\_\_\_

Witness: \_\_\_\_\_



Crystal Lake Community Consolidated School District 47  
300 Commerce Drive, Crystal Lake, IL. 60014  
Phone: 815-459-6070 Fax: 815-479-8566

