Emmett Independent School District #221

COMMUNITY RELATIONS **4260F**

District Record Request Form

Request for Public Records

I request: ☐ to examine ☐ to copy ☒ to receive an electronic copy of

the following records (please be as specific as possible):

A report (such as a check register, expenditure report, or purchase order history) reflecting all transactions from January 1, 2022 to present date, including but not limited to: Purchase date, vendor name, description of purchase, line item quantity, line item price/amount.

Date Records Requested Were Created:

Beginning: 08/15/2022

Ending: 08/15/2025

Justin Wenig

Name (Please Print)

Mailing Address:

69 Madison Ave STE 11217

New York NY, 10016

08/15/2025

Date of Request

(315) 896-0031

Daytime Phone Number

Received By: _____

Date Received:_____

Public Agency _____

_____ Initial if Applicable: More than three working days are needed to locate or retrieve the requested records. A response shall be provided within ten working days of the request.

Payment received for _____ copies _____

Amount Received: _____

Payment received for _____labor _____

Amount Received: _____

_____
Receipt Number