

April 11, 2008

Elizabeth Calhoun
CPS F.O.I.A. Officer
Office of Communications
125 S. Clark Street
6th Floor
Chicago, IL 60603

Dear Ms Calhoun:

This is a request for information under the Illinois Freedom of Information Act, 5 ILCS 140. I request that a copy of the following documents [**or documents containing the following information**] be provided to me:

1) A statement of expenses, transfers, and cash withdrawals charged to any Chicago Public Schools credit card account used by Chief Executive Officer, Arne Duncan, during the month of January 2008.

I would like to obtain copies of these records, preferably in electronic format. I understand that the Act permits a public body to charge a reasonable copying fee not to exceed the actual cost of reproduction and not including the costs of any search or review of the records. I am willing to pay fees for this request up to a maximum of \$20. If you estimate that the fees will exceed this limit, please inform me first.

I look forward to hearing from you in writing within seven working days, as required by the Act [5 ILCS 140(3)].

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Van Winkle". The signature is fluid and cursive, with a prominent initial "M" and a long, sweeping underline.

Michael Van Winkle
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