



March 5, 2012

G. Harold Christian
Payment Processing Services, LLC
236 Carmichael Way, Suite 300
Chesapeake, VA 23322

Dear Mr. Christian:

The Illinois Tollway is in receipt for the following records:

1. A list of all uncashed checks/warrants (“checks”) in any amount issued from every bank account and any other financial account that your agency/entity issues checks from, excluding payroll (for as far back as you track outstanding/uncashed checks). I am requesting all fields in the database(s). If there are any fields that you must withhold by law – Social Security numbers, for example – please let me know what those fields are. I’m sure we can work out a format that will be workable for both of us. Data fields normally include payee/vendor name, payee/vendor address, amount of check, date check issued, check number, check status, and issuing department/agency, *etc.* If a list or report is not available, please provide an existing individual record for each uncashed check such as a computer “screen shot” or accounts payable voucher.
2. Policy and procedure related to the “uncashed checks” report (or whatever you call the report) including when a check is added to the report, and when a check is removed.
3. If the payee/vendor address is not included in the above, please provide a list or report of each payee/vendor’s contact information and details. Data fields normally include Payee/Vendor Name, ID, Address, Phone, Contact Person, Email, *etc.* If a list or report is not available, please provide an existing individual record reflecting each payee/vendor’s contact information and details such as a computer “screen shot” or accounts payable voucher.
4. If any of the public records requested herein are not in your possession, custody or control, please produce an existing individual record – *or compiled list if it exists or is easier for you* – evidencing, reflecting, referring to, or relating to the location(s) of each *individual* record requested and the person(s) who has/have possession, custody or control of the record(s).
5. If any of the public records requested herein do not exist, please state this fact specific to each *individual* record requested.

In April 2011 you submitted a similar request that was processed as a commercial request. Absent any clarification that you are indeed submitting this request for personal reasons, the Tollway will respond to your request according to the statutory deadline established for public agency responses to requests for commercial purposes. 5 ILCS 140/3.1(c).

The Tollway will respond to your request by or before March 27, 2012.

Respectfully,

Joelle McGinnis
Freedom of Information Officer