



pennsylvania
OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 5/6/2019

REQUEST SUBMITTED BY: ☒ E-MAIL ☐ U.S. MAIL ☐ FAX ☐ IN-PERSON

NAME OF REQUESTER : Tricia Mezzacappa

STREET ADDRESS

CITY/STATE/COUNTY/ZIP(Required): West Easton, PA

TELEPHONE (Optional):

RECORDS REQUESTED: **Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary*

1. Electronic copies of all Home Depot accounting records from 2012 to present, including a statement of account (or other financial report) for each fiscal year which shows budget accounts that were charged for each purchase
2. Electronic copies of April 2019 agenda packet, YTD budget status report, YTD GF Exp. History Report
3. Electronic Copies of all debit account purchases for March and April of 2019

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES ****
**** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

FOR AGENCY USE ONLY

RIGHT TO KNOW OFFICER: Joan Heebner

DATE RECEIVED BY THE AGENCY: 5-6-2019

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: 5-13-2019 (6-10-19)

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

emailed 6-10-19