

Submission Information**3/10/18****Name:** Peter R. Butler**Company Name:** El Dorado Locators**Address:** 225 Kensington Way, San Francisco, CA 94127**Email:** butler.locator@gmail.com**Request:**

(Please forward to appropriate public records officer. Thank you.)

Dear Ms. LaFlash,

I am requesting a list of checks issued by Quinsigamond Community College since January 1, 2015 that are now over six months old and considered stale-dated / outstanding / uncashed and in the amount of \$1,500.00 or greater.

If possible, I would like the list to include only those checks that have not been replaced with reissued checks. I am interested in data pertaining only to vendors, businesses, agencies, etc. and not to students or employees.

Preferably I would like to obtain the list via e-mail attachment in the Excel spreadsheet format. If possible I would like the list to include the payee name, last known address, amount of check, check number, and date of check.

In order to minimize the work on your end, if a similar report already exists that contains more or less information, that would be fine. I do not wish to create a lot of work on your end or expense on my end to obtain this report.

Please let me know if there is a fee to obtain these records.

Thank you very much for your assistance and please let me know if you have any questions.

Sincerely, Peter Butler

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