



Fee Schedule for Requested Information

- Request for Subpoena ~ re: _____ Division Head Notified
 Request for Publicly Available Information President's Office Notified
 Other Reason _____

Department Which Received Request

Name: _____

Person Requesting Information

Name: _____

Address: _____

Phone: _____

E-mail: _____

Person Responding to Request

Name: _____

Address: _____

Phone: _____

E-mail: _____

Reimbursable Charges:

10 cents per page for paper no larger than 9 x 14 inches
Actual cost for paper larger than 9 x 14 inches
\$10.68/hour fee for search time (effective through 6/30/07)
Reasonable postage for the number of pages requested
University approved per diem and mileage reimbursement rates
Miscellaneous Charges _____

Cost

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

Sub Total

Minus Pre-Paid Amount, If Any

Total Due

Experience Southeast...*Experience Success*

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