

December 10, 2014

VIA E-MAIL

Mr. Kirk Allen
P.O. Box 593
Kansas, IL 61933
Kirk@illinoisleaks.com

Dear Mr. Allen:

On December 3, 2014, the College of DuPage ("College") received your Freedom of Information Act ("FOIA") request via email dated December 2, 2014. You requested the following:

1. Copy of procedures developed by President Breuder or his/her designee for the issuance and/or use of credit cards. Specifically, the Board Policy outlines **"The President or his/her designee shall have authority to issue credit cards and be responsible for developing procedures to implement this Policy which are in accordance with generally accepted accounting practices."** The request is for the developed procedures to implement the credit card use policy.

The College does not have any documents responsive to your request.

Very truly yours,



Barbara Mitchell
Freedom of Information Officer
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2373