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RE: Response to FOIA #5867 Pfeiffer documents

Joan Laurino <jlaurino@niu.edu> May 26 at 3:53 PM

[Redacted]

Please find attached both PAF forms for Mr. Pfeiffer. Same redactions apply as before for employee ID number and personal signatures. Per Human Resources, who looked into the matter for the FOIA office to understand what had happened, "the invoice she is referencing was the one that accounts payable said was reversed", so there are no additional documents that the FOIA office is aware of on this matter.

Sincerely, Joan Laurino Deputy FOIA Officer

[Redacted]

Sent: Friday, May 12, 2017 3:39 PM To: Joan Laurino <jlaurino@niu.edu>; Matt Cabrera <mcabrera3@niu.edu>

Subject: Response to FOIA #5867 Pfeiffer documents

Dear Mr. Cabrera,

Thank you for your response to my FOIA request for documentation related to William Pfeiffer.

HOWEVER, this response is incomplete. Documents pertaining to Pfeiffer's June 30, 2014 payroll payment have not been included.

1. There were two payroll payments for Pfeiffer. I received a Personnel Action Form (PAF) for the May 30, 2014 payment, but nothing for the June 30, 2014 payroll payment. I would like to receive a copy of the second PAF; please note that I had specifically requested all personnel action forms for Pfeiffer in my FOIA.
2. As a result of this FOIA request, I received two invoices that support the A/P payments to Pfeiffer: #408 dated April 8, 2014 in the amount of \$9,102 and #815 dated August 15, 2014 in the amount of \$10,250. However, I had also previously received an invoice #508 dated May 8, 2014 in the amount of \$11,557—which supports the PAF for the May 30, 2014 payroll payment (both forms attached). As I already have the invoice #508 from a previous 2014 FOIA, it is not necessary to locate and resend. BUT this indicates that there should also be an additional invoice dated May or June 2014 in the amount of \$11,959, an invoice which supports the missing PAF (described in #1 above) and that authorized the June 30, 2014 payroll payment. As I specifically asked for all invoices submitted by Pfeiffer in this FOIA request, I would like a copy of this invoice.

As stated previously, I believe that this issue is exactly the same type situation that the auditors had discussed in NIU's 2016 Compliance Audit, Finding 2016-008:

Not supplying complete response to Freedom of Information Act requests and the failure to properly retain records results in noncompliance with state law and decreases the University's transparency.

Please request the two pieces of missing documentation from the appropriate department(s) and forward to me as soon as possible.

Thank you.

[Redacted]