

February 11, 2003

Ms. Doris Holliman
Dallas Fire-Rescue Department
1551 Baylor Street
Dallas, Texas 75201
USPS CERTIFIED MAIL RRR
7002 0860 0006 3847 1600

Dear Ms. Holliman:

RE: OPEN RECORDS REQUEST - Dallas Fire-Rescue Department

Pursuant to the Texas Public Information Act (Texas Open Records Act), Chapter 552, Texas Government Code, I am requesting access to the following information:

1. Inspection of the Check Register and/or Cash Disbursements Journal for all payments issued by the Dallas Fire-Rescue Department (excluding employee payroll & pensioner payments) during the period from January 1, 2002, through December 31, 2002.

Please note that the information requested in item #1 above is typically stored in the cash disbursements journal for accounts payable, and should include the check number, date of payment, payment amount, and payee for each payment issued by the Dallas Fire-Rescue Department during calendar year 2002.

Please note that I am requesting access to the above information for the purpose of inspection, and am not requesting copies at this time. Please contact me to schedule a date and time of mutual convenience for inspection of the aforementioned documents, or should you require additional information. Thank you.

Best regards,

Columbus A. Alexander, III, CPA
Certified Fraud Examiner

cc: Shirley A. Acy, City Secretary