

Acme Research

University Expenditures Database Project

September 27, 2018

Winston-Salem State University
Winston-Salem, NC 27110

RE: Public Records Law Request

Dear :

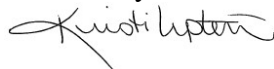
Under the North Carolina Public Records Law, we formally request that your office provide us with public spending information, including both capital and operating expenditures, for payments made by or on behalf of Winston-Salem State University during fiscal year 2018. Specifically, for any payee *other than an employee or student* paid a cumulative total amount of more than \$5,000, we seek the payee name, address and the cumulative total dollar amount paid to the subject payee over the relevant time period. The \$5,000 threshold was established to minimize reporting for respondents. If a data sort of that type is not available, please supply the requested information for all non-employee payees.

The information is to be used for research aimed at identifying patterns of spending by public entities. No part of the data will be used as a mailing list and your supplying the information cannot be construed as an endorsement of either your payees or our work.

We are willing to reimburse your office for any reasonable expense incurred in providing the requested information *if an estimate of costs is provided for our approval before the work is performed*. We would prefer to receive the data in CSV, text, PDF document, Excel spreadsheet attached to an email, or via File Transfer Protocol to our secure server.

Should you have questions or need to advise us to redirect this request, we can be reached at 800-810-3846 or via e-mail at HigherEd@acmeresearch.com. Kindly confirm receipt of this letter and contact our office to let us know your time frame for a response. Thank you for your assistance!

Yours truly,



Kristi Upton
Research Coordinator