

Request for Foundation Documents or Records

CSULA Foundation, 5151 State University Drive, Los Angeles, CA 90032, 323-343-3060

<p>The CSULA Foundation is pleased to provide public access to its documents and records. In accordance with its policy on disclosure many, but not all, documents are available to the general public. The Foundation policy on Public Disclosure and Transparency consistent with the McKee Transparency Act of 2011 (Education Code sections 89913 et seq.) which took effect January 1, 2012 and the provisions of the CA Public Records Act and other disclosures are available on the Foundation's website at www.calstatela.edu/philanthropy/csula-foundation.php - Contact the CSULA Foundation for further information regarding access to public records. Either the requester or Foundation staff member may complete this form.</p>	<p>Specific Name and Date of Existing Record(s) or Document(s) Requested:</p>	
<p>Name of Requester</p>	<p>Date of Request</p>	<p>Estimated Date Item(s) Will Be Available or Mailed</p>
<p>Address (Complete only if item(s) are to be mailed)</p>	<p>Indicate with an "X" whether this request is only to view the item(s) _____, or is for photocopies of the item(s) _____.</p>	<p>Copy charges are \$.20 per image regardless whether single or double sided copying is used. If mailed, add \$1 for a letter sized envelope with postage/handling for 5 or fewer copies. For mailing 6-50 copies in 8"X12" envelope, add \$4.00. Charge for mailings more than 50 copies will be quoted on a case by case basis.</p>
<p>Contact Telephone Number and/or Email</p>		<p>Postage and Handling Charges \$</p>
<p>This Section for Foundation Use Only</p>	<p>Total Number of Copies _____</p>	<p>Copy Charges \$.20 ea. \$</p>
<p>Employee Servicing this Request</p>	<p>Indicate Charges Paid "X" _____</p>	<p>Total Charge Due at Time of Release \$</p>
<p>Date Completed - File Form with Records of the Servicing Unit.</p>	<p>Project/Account to be Credited</p>	<p>Director/Manager Approval _____ Date</p>
<p>Reason if item(s) were not provided</p>		