

UNIVERSITY OF ILLINOIS

URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

January 21, 2015

Erica Traskos



Re: FOIA 14-839

Dear Ms. Traskos:

I write to respond to your Freedom of Information request dated and received in my office on December 17, 2014, in which you requested:

"I am interested in obtaining a list of the unclaimed checks and/or EFT that the University has issued that were never cashed and also have not been later re-issued in the form of a new check and/or EFT. More specifically we are interested in unclaimed funds that fit the following criteria:

- Uncashed checks and/or EFTs that are \$9,000.00 or more.
- Uncashed checks and/or EFTs that are 6 months or older.
- Uncashed checks and/or EFTS that have not been later re-issued.

To the extent available, please provide the name of the party(ies) entitled to the fund, the amount and the date on which the entitlement accrued. If you could please also provide appropriate direction to determine what the process of having a check and/or EFT re-issued to the appropriate person, vendor or other entity would be."

Compiling snapshots of outstanding check data is burdensome on the University and its operations. However, the University makes a standardized subset of this data available in an Excel spreadsheet. This sheet contains the issue dates, payee names, addresses and amounts due for all unclaimed or outstanding checks over \$500.00 that have not been escheated to the state unclaimed property office and that were not being reissued when the report was run. The report excludes checks to private citizens. This is a public document and, if printed, would number 5 pages. The University plans on updating this spreadsheet quarterly.

The files provided to you are in XLS format. Because this file type allows for editing of the included data, we ask that prior to opening the files you accept responsibility for accurate dissemination of this information and agree that no manipulation of the file that results in falsification of the information will occur.

Please contact Bernadette Fitton in University Payables to discuss the reissuance of a certain check. She may be reached at fitton@uillinois.edu.

Office for University Relations

Urbana • 108 Henry Administration Building • MC 370 • 506 South Wright Street • Urbana, IL 61801 • (217) 333-6400 • Fax (217) 333-5733
Chicago • 414 Administrative Office Building • MC 971 • 1737 West Polk Street • Chicago, IL 60612-7228 • (312) 996-3772 • Fax (312) 996-1836

Should you wish to inspect or receive a physical copy of these documents, please call Melanie Kuehn at the phone number below and she will provide you with all necessary details.

Per 5ILCS 140/9.5(b), you have a right, under the law, to seek a review of your status as a commercial requestor by the Public Access Counselor in the Office of the Attorney General. They may be reached by phone at 217-782-1396, by email to publicaccess@atg.state.il.us, or by postal mail at the Public Access Bureau, 500 S. 2nd Street, Springfield, Illinois 62706. You also have the right to seek judicial review under section 11 of this Act.

If you have questions for our office, please contact 217-333-6400.

Sincerely,

Thomas P. Hardy
Executive Director
and Chief Records Officer