

**SOUTH CAROLINA STATE UNIVERSITY
FREEDOM OF INFORMATION REQUEST FORM**

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**Office of General Counsel, South Carolina State University
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(803) 533-3928**

The South Carolina Freedom of Information Act provides access to certain public records to South Carolina citizens upon request. South Carolina State University reserves the right to deny requests for information from those who are not citizens of South Carolina.

Contact Information

Name: Carolyn Komatsoulis Company/Organization: _____

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Below, please provide a brief, yet detailed, request. Insufficient information may result in delay of processing and production.

To Whom It May Concern: Pursuant to the South Carolina Public Records Law, I hereby request the following records:

- A copy of any and all contracts (including associated amendments and exhibits) awarded to Pepsi, Coca-Cola, or any subdivision thereof, for the provision of beverages or other goods in any facilities under the purview of this organization, including all activities and buildings associated with athletics, sports, dining services, or otherwise. If this agency does not have a contract with either of the named companies, please provide the equivalent agreement with the currently employed company.
- If the contract(s) was cancelled, any and all materials related to its cancellation.
- ~~If the contract was cancelled, the statement from the university about cancellation.~~ _____

The requested documents will be made available to the general public, and this request is not being made for commercial purposes. _____

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not. _____

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 15 business days, as the statute requires.

The South Carolina Family Privacy Protection Act prohibits a person or entity from obtaining or using any personal information from a state agency, including South Carolina State University, for the use of commercial solicitation. By signing and submitting this form, you agree that the obtained information will not be used for unlawful purposes.

Carolyn Komatsoulis

8/14/18

Signature of Individual/Agent of Requesting Entity

Date

Fees Schedule

Postage: per the United States Postal Service

Copies: \$00.25 per page (excluding records transmitted electronically)

Search and Redaction: varies upon the hourly rate of the lowest paid employee with the necessary skills and training to search, retrieve, and/or redact

Deposit: not to exceed 25% of the total reasonable anticipated costs for production