

Office Use Only

Request received by (check one):

Mail _____

Fax _____

E-mail _____

In Person _____

Received by: _____ **at** _____ **.m. on** _____, **2012.**

Name of Department or Office: _____

Sent to County Attorney for response on: _____ **By:** _____

Response sent to requestor on: _____

Name of person who sent response to requestor: _____

Amount of charges: _____

Information Received By

Date

Vanderburgh County Representative

Date