

Business Services
Kamola Hall, RM128
400 E University Way
Ellensburg, WA 98926-7474
Phone (509) 963-2310
Fax (509) 963-2336
-mail: publicdisclosure@cwu.edu

E-mail: publicdisclosure@cwu.edu

Name of Requester	Date of Request	Time of Request
Representing (if applicable)	Email address	Telephone ()
Street Address	City	State/Zip Code

In the space below, please describe the University records which you are requesting. When possible, include the person(s) referenced, type, content and date range of the records.

Requester's signature: _____ Date: _____

III. DATE REQUEST WAS RECEIVED

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