

February 11, 2003

Mr. Teodoro J. Benavides
Dallas City Manager
1500 Marilla Street, Room 4EN
Dallas, Texas 75201-6390
USPS CERTIFIED MAIL RRR
7002 0860 0004 9697 2486

Dear Mr. Benavides:

RE: OPEN RECORDS REQUEST - City of Dallas

Pursuant to the Texas Public information Act (Texas Open Records Act), Chapter 552, Texas Government Code, I am requesting access to the following information:

1. Inspection of the Check Register and/or Cash Disbursements Journal for all payments issued by the City of Dallas (excluding employee payroll & pensioner payments) during the period from January 1, 2002, through December 31, 2002.

Please note that the information requested in item #1 above is typically stored in the cash disbursements journal for accounts payable, and should include the check number, date of payment, payment amount, and payee for each payment issued by the City of Dallas during calendar year 2002.

Please note that I am requesting access to the above information for the purpose of inspection, and am not requesting copies at this time. Please contact me to schedule a date and time of mutual convenience for inspection of the aforementioned documents, or should you require additional information. Thank you.

Best regards,

Columbus A. Alexander, III, CPA
Certified Fraud Examiner

cc: Shirley A. Acy, City Secretary