

February 11, 2003

Ms. Helen Davis  
Dallas Central Appraisal District  
2949 N. Stemmons Freeway  
Dallas, Texas 75247  
USPS CERTIFIED MAIL RRR  
7002 0860 0004 9697 4060

Dear Ms. Davis:

**RE: OPEN RECORDS REQUEST - Dallas Central Appraisal District**

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 Dallas Central Appraisal District (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 Dallas Central Appraisal District 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