

Atterbury, Laura M - DKR-7

From: Eissler, Annie A - NHD-4
Sent: Friday, October 27, 2006 9:05 AM
To: 'FOIA'
Cc: Brannon, Christy - DK-7; Atterbury, Laura M - DKR-7
Subject: RE: New FOIA Request - Smartpay Data

RECEIVED BY BPA FOIA OFFICE THIS DATE: 10.30.06
DUE DATE: 11.29.06
LOG # 06-031

The FOIA Officer for the Bonneville Power Administration is Christy Brannon, email cjbrannon@bpa.gov, telephone 503-230-7303.

From: FOIA [mailto:foia@foia.com]
Sent: Friday, October 27, 2006 2:26 AM
To: Eissler, Annie A - NHD-4
Subject: Re: New FOIA Request - Smartpay Data

Attn: FOIA OFFICER **FOIA Request for SmartPay Data**

Hello* and good morning, under the provisions of the Freedom of Information Act, and relevant agency regulations, I hereby request a copy of the following information data fields for the most recent "one-year/FY", time period, ending September 30, 2006, relevant to DOE / BPA's employee SMARTPAY Credit Card Purchase Program (about 800 CH's): Specifically we request:

1. All credit card holder (names, address, tel #, email) & their respective transaction data for the last "FY" year in the format as previously provided. To include - (A) Cardholder employee name (Last, MI. First), Department or Agency, Bureau, Office/Division, agency address (complete mailing), CITY, STATE, ZIP, PHONE, CH PHONE_EXT; (B) MCC Code, Transaction Date, Transaction Amount; and (C) MERCHANT NAME, ADDRESS, CITY, STATE, ZIP, PHONE.
2. Delivery Format: The ideal format is excel but only if the file is small enough. If the file is large then have it formatted as a COMMA DELIMITED TEXT FILE or a TAB DELIMITED TEXT FILE.
3. Please note we have been provided this information from DOE in the past in the past on an annual basis.

If you have any questions please contact me to discuss the scope of this request. I agree to pay reasonable foia fees, however, please notify me if these fees exceed \$55.00. Thanks! Please note the new address and contact information for FOIA Group, Inc's new FOIA Processing Center located in New York State, --- Jeff Stachewicz, Esquire c/o FOIA Group, Inc., P.O. Box 368, Depew, New York, 14043 (716) 608-0800.