

8310 F1: Fee Itemization Form/Invoice



Reed City Area Public Schools

225 W. Church Avenue, Suite A
 Reed City, MI 49677
 231-832-2201
 Fax: 231-832-2202

Pursuant to Section 4 of the Michigan Freedom of Information Act, MCL 15.234 (the "FOIA" or the "Act"), the following costs will be charged for responses to FOIA requests, pursuant to the FOIA Fee Schedule adopted and periodically revised by the RCAPS Board of Education.

Yes / No (circle one): A fee for labor cost is being charged because the failure to do so will result in unreasonably high costs to the Reed City Area Public Schools because of the nature of the request in this particular instance. Specifically, [*indentify the nature of this unreasonably high cost*"].

Labor costs shall not be more than the hourly wage of the Reed City Area Public Schools' lowest-paid employee capable of performing the labor in the particular instance, regardless of whether that person is available or actually performs the labor. Labor costs will be estimated and charged in 15-minute time increments. All partial time increments will be rounded down. No overtime will be charged unless the person making the request provides written approval. If the number of minutes is less than 15, there will be no charge. If Reed City Area Public Schools charges to cover or partially cover the cost of fringe benefits, it will use a 50 percent multiplier of the applicable labor charge to account for those benefits, except as otherwise provided and authorized by Section 4 of the Act MCL 15.234. ²

1. REQUESTOR'S NAME, ADDRESS & PHONE NUMBER		
Name: _____		
Street Address: _____		
City: _____ State: _____ Zip Code: _____		
Phone Number: (____) _____		
Email Address (if response requested via email): _____		
2. LABOR COST TO LOCATE ¹		
Hourly Wage Charged = \$ _____ OT Wages (as Stipulated by the Requestor) = \$ _____ Total Hourly Charge = \$ _____	It is estimated to take _____ minutes to perform this task. Time is charged in 15-minute increments ⁴ , rounded down.	Subtotal Cost = \$ _____
or		
Hourly Wage with Fringe Benefit Cost ² = \$ _____ Total Hourly and Fringe Benefit Charge = \$ _____		
3. LABOR COST TO COPY ⁶		
Hourly Wage Charged = \$ _____ OT Wages (as Stipulated by the Requestor) = \$ _____ Total Hourly Charge = \$ _____	It is estimated to take _____ minutes to perform this task. Time is charged in 15-minute increments ⁶ , rounded down.	Subtotal Cost = \$ _____
or		
Hourly Wage with Fringe Benefit Cost ² = \$ _____ Total Hourly and Fringe Benefit Charge = \$ _____		

8. FEE DISCOUNT ELIGIBILITY		
1. Affidavit of Indigency Submitted? Yes / No	If Yes, subtract \$20.00* <i>*Ineligible if previously received discounted public records twice during the current calendar year or if request is made in conjunction with outside parties for payment or other reimbursement.</i>	(\$ _____)
2. Qualified Non-Profit Organization per Section 4(2)(f)(2)(b) of the FOIA & documentation of its designation by the state is provided? Yes / No		
9. TOTAL ESTIMATED FEE & HOW TO SUBMIT PAYMENT		
<p>Make check (business/personal) or money order payable to: REED CITY PUBLIC SCHOOLS</p> <p>Mail check/money order to: Reed City Area Public Schools Attn: FOIA Coordinator 225 W. Church Avenue, Suite A Reed City, MI 49677</p> <p><i>Return a Copy of this Invoice With Your Payment</i></p>	<p>TOTAL ESTIMATED FEE = \$ _____</p> <p><i>(Subtotals from Sections 2-8)</i></p>	
<p>If the estimated cost exceeds \$50.00, a good faith deposit of 50% is required before the request will be processed.</p>	<p>50% Deposit = \$ _____</p>	<p>Date Payment Received: ____/____/____</p> <p>Check / M.O. # _____</p> <p>From: _____</p>
<p>The request will be processed, but the balance of the cost must be paid before copies may be picked up or mailed.</p>	<p>Balance Due = \$ _____</p>	<p>Date Payment Received: ____/____/____</p> <p>Check / M.O. # _____</p> <p>From: _____</p>

Distribution: Requestor
RCAPS Office of Business Services
RCAPS FOIA Coordinator

- ¹ The hourly rate shall not be more than the hourly wage of the lowest-paid staff member capable of performing the labor in the particular instance.
- ² The District will add up to 50 percent to the applicable labor charge amount to cover or partially cover the cost of fringe benefits; 100 percent of fringe benefit costs will be added to the applicable labor charge if a requestor stipulates that requested website records must be provided in a paper format or in a specific form of electronic media. In either case, the District shall not charge more than the actual cost of fringe benefits.
- ³ Overtime rates shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor.
- ⁴ In general, labor cost shall be estimated and charge in increments of 15-minutes, will all partial time increments rounded down. (See not 6 for exception.)
- ⁵ Divide the resulting hourly wage(s) by four to determine the charge per 15-minute increment.
- ⁶ Labor costs for copying/duplicating records may be estimated and charged in time increments of the District's choosing, with all partial time increments rounded down.
- ⁷ This amount shall not exceed an amount equal to six times the state minimum hourly wage rate, which is currently \$8.15/hour.
- ⁸ The District shall utilize the most economical means available for making copies, including using double-sided printing.
- ⁹ The fee shall not exceed 10 cents per sheet of paper for copies made on 8 1/2" by 14" paper.

*Current state minimum wage rates apply.

**Rates are subject to product prices from current vendors at the time of the FOIA request.