pennsylvania
OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 9/8/26

REQUEST SUBMITTED BY: ☑ E-MAIL ☐ U.S. MAIL ☐ FAX ☐ IN-PERSON

REQUEST SUBMITTED TO (Agency name & address): West Hanover Township

[redacted]

RECORDS REQUESTED: **Provide as much specific detail as possible so the agency can identify the information.* ***Please use additional sheets if necessary***

Please see the attached records request.

DO YOU WANT COPIES? ☑ YES ☐ NO

DO YOU WANT TO INSPECT THE RECORDS? ☐ YES ☑ NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? ☐ YES ☑ NO

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS $100? ☑ YES ☐ NO

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES ****
**** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

FOR AGENCY USE ONLY

OPEN-RECORDS OFFICER:

☐ I have provided notice to appropriate third parties and given them an opportunity to object to this request

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

Pursuant to the Pennsylvania Right-to-Know Law, I request electronic copies of the following records for the period January 1, 2025 through the date this request is processed:

1. An existing accounting-system report, transaction export, general ledger report, or equivalent electronic record showing all expenditures made using Township-issued credit cards, purchasing cards, procurement cards, store cards, or similar payment cards.

For each transaction, please include the fields maintained by the Township, including where available: transaction date, posting date, merchant/vendor, amount, cardholder or assigned department, general ledger account, and description or business purpose.

2. A current list or record identifying each Township-issued credit card, purchasing card, procurement card, store card, or similar payment card, including the employee, position, or department to which each card is assigned. Card numbers may be redacted.
3. Monthly statements for each such card during the requested period.
4. The Township's current policies, procedures, resolutions, or administrative rules governing credit-card or purchasing-card use, including requirements for receipts, approvals, prohibited purchases, spending limits, and review of transactions.
5. Records identifying any repayment, reimbursement, payroll deduction, or other recovery of funds from an employee or official relating to an improper, personal, unsupported, or mistakenly charged transaction during the requested period.

For financial data, I prefer the existing electronic spreadsheet, database export, or accounting-system report in its native electronic format where available.

I am not requesting the creation of a new record. If any responsive record contains exempt information, please redact only the exempt information and provide the remainder.