

Date of Request: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

I hereby apply to inspect the following record(s):

\_\_\_\_\_  
\_\_\_\_\_

I represent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Requests can be submitted in one of the following ways:

- Email: [FOIL@binghamton.edu](mailto:FOIL@binghamton.edu)
- By Mail or delivered in person to: Binghamton University / Purchasing – McGuire Building, PO Box 6000 Binghamton, NY 13902

For questions email [FOIL@binghamton.edu](mailto:FOIL@binghamton.edu)

***Appeal Notice:***

Should you wish to appeal the decision provided, you must do so in writing, within 30 days upon receipt of the decision. Appeals must be addressed to:

FOIL Appeals Office  
c/o Office of General Counsel  
The State University of New York  
H. Carl McCall SUNY Building – 353 Broadway  
Albany, NY 12246  
518-445-4040

This appeal will be decided, in writing, within ten business days of actual receipt of the Notice of Appeal.