



Pennsylvania
Office of Open Records

Standard Right-to-Know Law Request Form

*Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.*

SUBMITTED TO AGENCY NAME: City of DuBois (Attn: AORO)

Date Request Submitted: 11/15/20 Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Full Name: Casey Brooks

Company (if applicable): _____

Please send response via: Email U.S. Mail

If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.

Email: [REDACTED]

Mailing Address: 11 Juniata St

City: DuBois State: PA Zip: 15801 Telephone: [REDACTED]

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

■ By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. Understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.

RECORDS REQUESTED: *Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.*

I would like to request all itemized invoices and bills paid to Nupp Printing 1/1/23-Current date.

Form continues on page 2. Retain a copy of both pages.

RECORDS REQUESTED (continued):

DO YOU WANT COPIES? Yes, printed Yes, electronic No, in-person inspection

Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the Official RTKL Fee Schedule for more details.

I understand that my request may incur fees. Notify me before further processing if fees will be more than \$100 (or) \$_____.

Do you want certified copies? Yes (*may be subject to additional costs*) No

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester:
\$ _____

Appropriate third parties notified and given an opportunity to object to the release of requested records.

Retain a copy of both pages of this Form.



CITY OF DuBOIS, PENNSYLVANIA

P.O. BOX 408

16 W. SCRIBNER AVE.

DuBOIS, PENNSYLVANIA 15801

TELEPHONE: (814) 371-2000

FAX: (814) 371-1290

November 20, 2024

Casey Brooks
11 Juniata Street
DuBois, PA 15801

[REDACTED]

Dear Casey Brooks,

Thank you for writing the City of DuBois with your request for information pursuant to the Pennsylvania Right-To-Know law.

On November 15, 2024, you requested invoices and bills paid to Nupp Printing from 1/1/2023 - present.

Your request is granted and the responsive documents are attached.

Respectfully,

Shawn Arbaugh
City Manager
City of DuBois, Clearfield County

Enclosure

"Gateway To Big Game Country"



F.E.I.N. 25-1808427
PA SALES TAX #81695070

Invoice

SYKESVILLE • CLARION • STATE COLLEGE

6 East Main Street • Sykesville, Pennsylvania 15865
(814) 804.2467 • 800.804.4001 • Fax: (814) 804.5750
accounting@nuppprinting.com • www.nuppprinting.com

DATE INVOICE #

2/7/2023 31753

BILL TO:

CITY OF DUBOIS
P. O. BOX 408
DUBOIS, PA 15801

SHIP TO:

CITY OF DUBOIS
16 W. SCRIBNER AVE.
DUBOIS, PA 15801

P.O. NUMBER	TERMS	REP	SHIP	VIA/F.O.B.	JOB #	PROJECT
	NET 10	S	2/7/2023		28280	
QUANTITY	ITEM CODE	DESCRIPTION			PRICE EACH	AMOUNT
3,726	DIGITAL - NT	Add Indicia to Tax Bills			0.03355	125.00

2-10-23
2023 Tax B. 165
C. H. + County
OK to Pay
T.H.

Account No. 403 480
Due/Check Date 2/28
Purchase Order No. 23-00431
Check No. _____
Check Amount _____
Assigned _____ Approved _____

PLEASE MAIL ALL PAYMENTS TO
6 EAST MAIN STREET
SYKESVILLE, PA 15865-1105

Payments/Credits \$0.00
TOTAL \$125.00
Balance Due \$125.00

THE TERMS AND CONDITIONS SET FORTH IN THIS INVOICE SUPERSEDE AND OVERRIDE ANY STANDARD TERMS OF SUBSEQUENT PURCHASE ORDERS FROM THE CUSTOMER. THE VENUE FOR ALL DISPUTES SHALL BE JEFFERSON COUNTY, PENNSYLVANIA. INTEREST SHALL ACCRUE AT THE RATE OF 1.5% PER MONTH FOR ALL BILLS OVER 30 DAYS OLD. IN THE EVENT COLLECTION OF A BILL IS NECESSARY, CUSTOMER AGREES TO PAY REASONABLE ATTORNEY FEES AND COLLECTION CHARGES. MINIMUM CHARGE \$2.50.

CHECKS RETURNED FOR INSUFFICIENT FUNDS WILL BE CHARGED \$50.00 FEE PER OCCURENCE.

RECEIVED IN SATISFACTORY CONDITION BY _____ TOTAL CARTONS: _____



F.E.I.N. 25-1866427
PA SALES TAX #01696070

Invoice

SYKESVILLE • CLARION • STATE COLLEGE

DATE INVOICE #

5 East Main Street • Sykesville, Pennsylvania 16065
(814) 894.2487 • 800.894.4001 • Fax: (814) 894.6760
accounting@nuppprinting.com • www.nuppprinting.com

7/11/2023 32096

BILL TO:

SHIP TO:

CITY OF DUBOIS
P. O. BOX 408
DUBOIS, PA 15801

CITY OF DUBOIS
16 W. SCRIBNER AVE.
DUBOIS, PA 15801

23-0314

P.O. NUMBER	TERMS	REP	SHIP	VIA/F.O.B.	JOB #	PROJECT
	NET 10	S	7/11/2023		28785	
QUANTITY	ITEM CODE	DESCRIPTION			PRICE EACH	AMOUNT
3,718	DIGITAL - NT	Print Indicia On RE Bills			0.02824	105.00
2,905	DIGITAL - NT	Print Indicia On PC Bills			0.03614	105.00

Account No. 403480
 Due/Check Date 7/28
 Purchase Order No. 23-01882
 Check No. _____
 Check Amount _____
 Assigned _____ Approved _____

Thank you for the order. If you would like to leave a google review it is greatly appreciated.

PLEASE MAIL ALL PAYMENTS TO
5 EAST MAIN STREET
SYKESVILLE, PA 16065-1105

Payments/Credits \$0.00
TOTAL \$210.00
Balance Due \$210.00

THE TERMS AND CONDITIONS SET FORTH IN THIS INVOICE SUPERSEDE AND OVERRIDE ANY STANDARD TERMS OF SUBSEQUENT PURCHASE ORDERS FROM THE CUSTOMER. THE VENUE FOR ALL DISPUTES SHALL BE JEFFERSON COUNTY, PENNSYLVANIA. INTEREST SHALL ACCRUE AT THE RATE OF 1.5% PER MONTH FOR ALL BILLS OVER 30 DAYS OLD. IN THE EVENT COLLECTION OF A BILL IS NECESSARY, CUSTOMER AGREES TO PAY REASONABLE ATTORNEY FEES AND COLLECTION CHARGES. MINIMUM CHARGE \$2.50.

CHECKS RETURNED FOR INSUFFICIENT FUNDS WILL BE CHARGED \$50.00 FEE PER OCCURENCE.

RECEIVED IN SATISFACTORY CONDITION BY _____ TOTAL CARTONS _____