



Nicole Blodgett &lt;nblodgett@panaschools.com&gt;

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**Fwd: SmartProcure FOIA Request to Pana Community Unit School District No. 8 for PO/Vendor Information**

2 messages

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**Heather Phillips** <hphillips@panaschools.com>  
To: Nicole Blodgett <nblodgett@panaschools.com>

Tue, Jan 22, 2019 at 11:15 AM

Nicole - Here is one of the FOIA request for the board packet. This is the original request and I am working on the reply.

**Heather Phillips**  
PCUSD 8  
Bookkeeper

----- Forwarded message -----

From: <[bsimpson@smartprocure.com](mailto:bsimpson@smartprocure.com)>

Date: Mon, Jan 14, 2019 at 5:24 AM

Subject: SmartProcure FOIA Request to Pana Community Unit School District No. 8 for PO/Vendor Information

To: <[hphillips@panaschools.com](mailto:hphillips@panaschools.com)>

Dear Heather or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Pana Community Unit School District No. 8 for any and all purchasing records from 2018-10-09 (yyyy-mm-dd) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

Please email the information or use the following web link. There is no file size limitation:

<http://upload.smartprocure.com/?st=IL&org=PanaCommunityUnitSchoolDistrictNo8>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

**Bethany Simpson**  
Data Acquisition Specialist  
**SmartProcure**  
Email: [bsimpson@smartprocure.com](mailto:bsimpson@smartprocure.com)  
Direct Line: 954-420-9900 ext: 684

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**Heather Phillips** <hphillips@panaschools.com>  
To: [bsimpson@smartprocure.com](mailto:bsimpson@smartprocure.com)

Tue, Jan 22, 2019 at 11:40 AM

1/23/2019

Pana Community Unit School District #8 Mail - Fwd: SmartProcure FOIA Request to Pana Community Unit School District No. 8 for POV...

Cc: Nicole Blodgett <nblodgett@panaschools.com>

Bethany, Please find attached a report showing the Pana CUSD #8 purchasing records from 10/09/18 to 01/18/19

**Heather Phillips**

PCUSD 8

Bookkeeper

[Quoted text hidden]



**FIOA SMarProcure Purchasing Info 100918-011819.pdf**

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