



River Forest
Public Schools

Administration Building
7776 Lake Street
River Forest, IL 60305
708-771-8282

November 3, 2021

Sheri Reid

Communicated via email to: sreid@govspend.com

Dear Ms. Reid:

This letter is in response to your electronic *Freedom of Information Action* (FOIA) request received in my office on October 28, 2021.

Request: 1) “*RECORDS REQUESTED: any and all purchasing records from Jan 1, 2015 to current. Considering the size of this request, we can reduce it for your agency, if need be, and request the remaining information later. If this would be helpful in getting our request addressed, please let me know. If so, we could split this into the following requests:*

1. Jan 2015 - Dec 2016
2. Jan 2017 - Dec 2018
3. Jan 2019 - Dec 2020
4. Jan 2021 - October 2021

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.”

Response: Items requested are available by month from July of 2019 to the current month as our accounting software was transitioned and we are not able to retrieve the requested information prior to that date. All items requested between July 2019 and the current month have been attached.

As Superintendent of the District, I am responsible for granting and denying the requests for records under the Freedom of Information Act. Please be aware that this response to your request is pursuant to my understanding of your FOIA request.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Edward J. Condon, Ph.D.
Superintendent

Excellence in Education: A Continuing Tradition

From: sreid@govspend.com
Subject: SmartProcure FOIA Request to River Forest School District No. 90 for PO/Vendor Information
Date: October 28, 2021 at 12:16 PM
To: Edward J. Condon condone@district90.org, cozzia cozzia@district90.org



Dear Superintendent Condon & Director Cozzi,

I hope this email finds you well.

My name is Sheri Reid and I'm reaching out on behalf of SmartProcure to submit a commercial FOIA request to the River Forest School District No. 90 for any and all purchasing records from Jan 1, 2015 to current.

Considering the size of this request, we can reduce it for your agency, if need be, and request the remaining information later. If this would be helpful in getting our request addressed, please let me know. If so, we could split this into the following requests:

1. Jan 2015 - Dec 2016
2. Jan 2017 - Dec 2018
3. Jan 2019 - Dec 2020
4. Jan 2021 - October 2021

The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

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3. Line item details (Detailed description of the purchase)
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5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like examples of reports that would fulfill our request, please feel free to reach out via email with the name of the financial software your agency uses.

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

<http://upload.smartprocure.com/?st=IL&org=RiverForestSchoolDistrictNo90>

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

Please email me back to confirm our request has been received.

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,

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Sheri Reid
Data Acquisition Specialist



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