On Mon, Oct 26, 2026 at 2:17 PM Paul McDermott <pmcdermott@summithill.org> wrote:

> Good afternoon!
>
> This is the first request from this date I have received. We will process it under applicable FOIA rules...and also check the system to ensure all FOIA's are getting appropriately routed.
>
> We will be in touch soon.
>
> Paul McDermott
>
> On Mon, Oct 26, 2026 at 8:00 AM 'Sheri Reid' via foiaofficer <foiaofficer@summithill.org> wrote:
>
> > Dear FOIA Officer or Custodian of Public Records,
> >
> > SmartProcure submitted a commercial FOIA request on 9/12/2026 and has not received a response or acknowledgment, therefore the original request is being submitted again. If the original request is located, please disregard this request.
> >
> > SmartProcure is submitting a commercial FOIA request to the Summit Hill School District 161 for any and all purchasing records from 6/11/2026 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.
> >
> > 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,
> >
> > Sheri Reid
> > Data Acquisition Specialist
> > SmartProcure
> > Direct: (561) 609-6759