

Paragraph for Board Memo:

Zoe Yalcin, SmartProcure, requested the following records:

- “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”

This FOIA request was received November 1, 2021, and responded to on November 5, 2021. It took three District employees a total of 1 hour, 10 minutes (\$35.92) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).