



Accounts Payable <accountspayable@panaschools.com>

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

6 messages

Sheri Reid <sreid@smartprocure.com>

Sat, Dec 14, 2024 at 8:01 AM

To: "bheinrich@panaschools.com" <bheinrich@panaschools.com>

Dear Bridgett Heinrich 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 9/14/2024 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.

As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.

<https://upload.smartprocure.com/?id=c2RqPWEyYIZQMDAwMDAwSzg3SVIBUyZzdD1JTCZvcmc9UGFuYUNvbW11bml0eVVuaXRTY2hvb2xEaXN0cmIjdE5vOCZvaWQ9NzM4ODM%3D>

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
Email: sreid@govspend.com

Accounts Payable <accountspayable@panaschools.com>

Tue, Dec 17, 2024 at 12:14 PM

To: Jessica Miller <jmiller@panaschools.com>

[Quoted text hidden]

Accounts Payable <accountspayable@panaschools.com>
To: Sheri Reid <sreid@smartprocure.com>

Tue, Dec 17, 2024 at 12:54 PM

In response to your FOIA request, please see the attached report.

[Quoted text hidden]

 **FOIA Request 12.17.24**
678K

Sheri Reid <sreid@smartprocure.com>
To: Accounts Payable <accountspayable@panaschools.com>

Mon, Dec 23, 2024 at 9:57 AM

Good Morning Accounts Payable Department,

I hope this email finds you all well.

I tried to open the file provided for our recent request to Pana Community Unit School District No. 8, but the file could not be opened. It doesn't seem to have a file type either.

Knowing this, I've attached an older report as an example of what we need for this request. Once we're out of the holiday season, we are asking for a replacement file.

Please advise when you are able.

Thank you again for your time.

Happy Holidays,

Sheri Reid

[Quoted text hidden]

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Sheri Reid


Data Acquisition Specialist

SmartProcure

Direct: (561) 609-6759 | Support: 954-420-9900

Email: sreid@smartprocure.com | <https://smartprocure.us/>

5000 T-Rex Ave, Suite 200, Boca Raton, FL 33431

 **995209.pdf**
508K

Accounts Payable <accountspayable@panaschools.com>
To: Sheri Reid <sreid@smartprocure.com>

Mon, Dec 30, 2024 at 9:47 AM

Does this one open for you properly?

[Quoted text hidden]



FOIA Request 12.17.24
678K

Accounts Payable <accountspayable@panaschools.com>

Mon, Dec 30, 2024 at 9:49 AM

To: Sheri Reid <sreid@smartprocure.com>



FOIA Request 12.17.24

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