



River Forest
Public Schools

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

January 10, 2023

Sheri Reid
Data Acquisition Specialist

Communicated via email to: sreid@smartprocure.com

Dear Ms. Reid:

This letter is in response to your electronic *Freedom of Information Action* (FOIA) request received in my office on January 3, 2023. As it was communicated to you on January 5, 2023 and agreed to by you to allow us time to get you the requested documents due to our Chief Operations Officer being on vacation, we are fulfilling your request today as stated in your request below.

Request: 1) *"RECORDS REQUESTED: SmartProcure is submitting a commercial FOIA request to the River Forest School District No. 90 for any and all purchasing records from 8/15/2022 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*

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."

Response: Items requested are available by month and 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

From: Sheri Reid sreid@smartprocure.com
Subject: SmartProcure FOIA Request to River Forest School District No. 90 For PO/Vendor Information
Date: January 3, 2023 at 9:24 AM
To: gutierrez@district90.org



Dear Tracy Gutierrez,

I hope you all are having a great start to your work week.

Please confirm receipt of this email. We've attached a previous report below as a reference for this request.

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<https://upload.smartprocure.com/?id=c2RqPWEyYjZRMDAwMDAzQ1o4UVFBVyZzdD1JTCZvcmc9Uml2ZXJGb3Jlc3RTY2hvb2xEaXN0cmldE5vOTA%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.

As always, thank you for your assistance.

Regards,

Sheri Reid
Data Acquisition Specialist
SmartProcure
Direct: (561) 609-6759



Email: sreid@smartprocure.com  676261.pdf