
From: Sheri Reid <sreid@smartprocure.com>

Sent: Monday, October 30, 2023 11:42 AM

To: FOIAOfficer <FOIAOfficer@summithill.org>

Subject: Please Confirm Receipt, SmartProcure Follow-Up on FOIA Request to Summit Hill School District 161

Caution: This is an external email and may include suspicious subject or content. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department

Good Morning Summit Hill School District 61

Please confirm receipt of this request. The

attached documents are past reports from your agency, and can be used as references for this request.

Our original request email was sent on 9/28/2023. Since then, we haven't received a response. Knowing this, we are reaching out today for assistance with this request.

SmartProcure is submitting a commercial FOIA request to the Summit Hill School District 161 for all purchasing records from 6/26/2023 to the current request date of 10/30/2023. Request details are as follows:

- Our request is limited to readily available, fully electronic documents.
 - For the purpose of this request, "fully electronic" refers to dynamic PDF, Excel (csv., xlsx.), TXT or RTF files containing active text.
 - Files containing active text should allow the user to use their mouse/trackpad to highlight, select, copy and paste the text from the file.
- Responsive reports include those containing the following details per purchase:
 - 1 Unique Identifier (i.e. PO #, Invoice #, Check #, Encumbrance #, etc.)
 - Purchase Date
 - Line item details
 - Line item quantity
 - Line item price
 - Vendor ID number, name, address, contact person and their email address

The unique upload link below has been added as a security measure for current and future requests. Please feel free to upload responsive documents here, or attach them to your response email:

<https://upload.smartprocure.com/?id=c2RqPWEyYjZRMdAwMDA0ZloyMVFBRSZzdD1JTCZvcmc9U3VtbWI0SGlsbFNjaG9vbERpc3RyaWN0MTYx>

For any questions or concerns, please feel free to contact me via email or at the phone number in my signature below.

As always, thank you for your time and consideration.

Regards,

Sheri Reid

Data Acquisition Specialist

SmartProcure

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