



Nicole Blodgett &lt;nbloodgett@panaschools.com&gt;

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**Re: SmartProcure FOIA Request to Pana Community Unit School District No. 8 for PO/Vendor Information**

2 messages

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**Heather Phillips** <hphillips@panaschools.com>

Fri, Nov 22, 2019 at 9:03 AM

To: bsimpson@smartprocure.com

Cc: Nicole Blodgett &lt;nbloodgett@panaschools.com&gt;, Jason Bauer &lt;jbauer@panaschools.com&gt;

Bethany - Please find attached the FOIA request for the Pana CUSD #8 purchasing records for 08/09/2019 through 11/21/2019.

**Heather Phillips**

PCUSD 8

Bookkeeper

Dear Heather 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 2019-08-09 (yyyy-mm-dd) 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.

Please email the information or use the following web link. There is no file size limitation:

<http://upload.smartprocure.com/?st=IL&org=PanaCommunityUnitSchoolDistrictNo8>

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,

**Bethany Simpson**

Data Acquisition Specialist

**SmartProcure****Email:** [bsimpson@smartprocure.com](mailto:bsimpson@smartprocure.com)**NEW Direct Line: 561-609-6932**

On Tue, Nov 19, 2019 at 5:32 AM <[bsimpson@smartprocure.com](mailto:bsimpson@smartprocure.com)> wrote:

Dear Heather or Custodian of Public Records,

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all purchasing records from 2019-08-09 (yyyy-mm-dd) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

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Data Acquisition Specialist

**SmartProcure**

Email: [bsimpson@smartprocure.com](mailto:bsimpson@smartprocure.com)

NEW Direct Line: 561-609-6932

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 **FIOA SMartProcure Purchasing Info 080919-112119.pdf**  
695K

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**Bethany Simpson** <[bsimpson@smartprocure.com](mailto:bsimpson@smartprocure.com)>  
To: [hphillips@panaschools.com](mailto:hphillips@panaschools.com)  
Cc: [nblodgett@panaschools.com](mailto:nblodgett@panaschools.com), [jbauer@panaschools.com](mailto:jbauer@panaschools.com)

Mon, Nov 25, 2019 at 9:28 AM

Good morning,

Thank you for taking the time to provide the requested information available to you. I appreciate your attention, and I hope you have a great Thanksgiving.

This email serves as confirmation that we have received records from Pana Community Unit School District No. 8. SmartProcure thanks you for taking the time to answer our request. We will begin the process of combining your records with thousands of other government agencies' records nationwide. Should we have further questions we will be in contact with you soon.

Government purchasing agents use the records to save research time, negotiate better pricing with vendors, get quotes, or simply to find new vendors.

Again, we appreciate your assistance.

Best regards,

**Bethany Simpson**  
Data Acquisition Specialist  
**SmartProcure**

12/13/2019

Pana Community Unit School District #8 Mail - Re: SmartProcure FOIA Request to Pana Community Unit School District No. 8 for POV...

**Email:** [bsimpson@smartprocure.com](mailto:bsimpson@smartprocure.com)

**NEW Direct Line:** 561-609-6932

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<FOIA SMartProcure Purchasing Info 080919-112119.pdf>