

Freedom of Information Act Request Report

DATE 4-23-24

| Date of Request | Organization | Requestor Name | Requested Description |
|-----------------|--------------|----------------|---|
| 4/6/24 | SmartProcure | Sheri Reid | <p>SmartProcure is submitting a commercial FOIA request to the Lake Bluff School District No. 65 for any and all purchasing records from 12/28/2023 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.</p> <p>The specific information requested from your record keeping system is:</p> <ol style="list-style-type: none">1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number2. Purchase date3. Line item details (Detailed description of the purchase)4. Line item quantity5. Line item price6. Vendor ID number, name, address, contact person and their email address <p>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.</p> <p>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.</p> <p>https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwNGVibVIBQSZzdD1JTCZvcmc9TGFrZUJsdWZmU2Nob29sRGlzdHJpY3RObzY1Jm9pZD03MzY3Mw%3D%3D</p> <p>If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.</p> <p>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.</p> |
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