



**River Forest  
Public Schools**

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

September 14, 2022

Sheri Reid  
Data Acquisition Specialist

Communicated via email to: [sreid@smartprocure.com](mailto: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 September 13, 2022.

**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 5/16/2022 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*

*Please provide us with the name of the financial software your agency uses if you would like report samples to assist in finding responsive documents.*

*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:** September 13, 2022 at 9:19 AM  
**To:** gutierrez@district90.org

SR

Good Morning Ms. Gutierrez,

I hope this email finds you well.

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<https://upload.smartprocure.com/?id=c2RqPWEyYjZRMDAwMDAxd25FbFFBSSZzdD1JTCZvcmc9Uml2ZXJGb3Jlc3RTY2hvb2xEaXN0cmJjdE5vOTA%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@smartprocure.com