

Paragraph for Board Memo:

SmartProcure, Deerfield Beach, FL requested the following records: “any and all electronic purchasing records from 20125-08-21 to current. The request is limited to readily available records without copying, scanning or printing. 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”

This commercial FOIA request was received December 8, 2015, and responded to on December 22, 2015. It took two District employees a total of 1 hour 40 minutes (\$42.59) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).