



Heather Phillips &lt;hphillips@panaschools.com&gt;

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## SmartProcure FOIA Request to Pana Community Unit School District No. 8 For PO/Vendor Information

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Zoe Yalcin <zyalcin@smartprocure.com>  
To: hphillips <hphillips@panaschools.com>

Thu, Oct 7, 2021 at 7:11 AM

Dear Heather,

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,

**Zoe Yalcin**

Data Acquisition Specialist

 image.png

Direct: 561-609-6762 | Support: 954-420-9900

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

100 S. Military Trail Suite 13 #4968, Deerfield Beach, FL 33442

----- On 2021-09-27T11:04:02-04:00 <[zyalcin@smartprocure.com](mailto:zyalcin@smartprocure.com)> wrote -----

Dear Heather Philips,

SmartProcure is submitting a commercial FOIA request to the Pana Community Unit School District No. 8 for any and all purchasing records from 06/28/2021 (mm/dd/yyyy) 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 or click on the button below to upload the information. There is no file size limitation:

[Click Here To Upload](#)

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,

Zoe Yalcin  
Data Acquisition Specialist

**SmartProcure**

Direct: 561-609-6762

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

# Thank you!

File(s) uploaded successfully.

10/01/2021 19:35:43 (UTC)

FIOA SmartProcure Purchasing Info 062821-10012021.pdf



Heather Phillips &lt;hphillips@panaschools.com&gt;

## SmartProcure FOIA Request to Pana Community Unit School District No. 8 For PO/Vendor Information

1 message

Zoe Yalcin <zyalcin@smartprocure.com>  
Reply-To: zyalcin@smartprocure.com  
To: hphillips@panaschools.com

Mon, Sep 27, 2021 at 10:01 AM

Dear Heather Philips,

SmartProcure is submitting a commercial FOIA request to the Pana Community Unit School District No. 8 for any and all purchasing records from 06/28/2021 (mm/dd/yyyy) 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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Regards,

Zoe Yalcin  
Data Acquisition Specialist

**SmartProcure**

Direct: 561-609-6762  
Email: zyalcin@smartprocure.com