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**Fw: SmartProcure FOIA Request - Reminder for Riverside Public School District No. 96**


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**From** Fitton, James (AC) <fittonj@district96.org>

**Date** Sat 7/12/2025 5:52 PM

**To** Sheri Reid <sreid@smartprocure.com>

**Cc** Perino, Cathy (AC) <perinom@district96.org>; Ryan-Toye, Martha (AC) <ryan-toyem@district96.org>

 1 attachment (278 KB)

PO FOIA Smart Procure Feb 7 2025 - June 3 2025.xlsx;

Hi Sheri,

Please see the confirmation below:

SmartProcure

Thank you!

File(s) uploaded successfully.

06/03/2025 20:11:34 (UTC)

PO FOIA Smart Procure Feb 7 2025 - June 3 2025.xlsx

I'm also attaching the excel file in case something went wrong with the upload confirmed above.

Thanks,  
Jim



**Jim Fitton**

DIRECTOR OF FINANCE AND OPERATIONS

708-447-5007

[www.district96.org](http://www.district96.org)

#d96inspires

EVERY CHILD EVERY DAY

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**From:** Fitton, James (AC) <fittonj@district96.org>

**Sent:** Saturday, July 12, 2025 5:36 PM

**To:** Perino, Cathy (AC) <perinom@district96.org>

**Cc:** Ryan-Toye, Martha (AC) <ryan-toyem@district96.org>

**Subject:** Re: SmartProcure FOIA Request - Reminder for Riverside Public School District No. 96

Hi Cathy,

I'm OK. I'll take care of this request.

Thanks,  
Jim



**Jim Fitton**  
DIRECTOR OF FINANCE AND OPERATIONS  
708-447-5007  
www.district96.org  
#d96inspires  
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**From:** Perino, Cathy (AC) <perinom@district96.org>  
**Sent:** Thursday, July 10, 2025 12:00 PM  
**To:** Fitton, James (AC) <fittonj@district96.org>  
**Cc:** Ryan-Toye, Martha (AC) <ryan-toyem@district96.org>  
**Subject:** Fw: SmartProcure FOIA Request - Reminder for Riverside Public School District No. 96

Hi Jim,

How are you?

Can you assist me with this FOIA request? The deadline is Aug. 8.

Thanks,  
Cathy



**Cathy Perino**  
ADMINISTRATIVE ASSISTANT TO THE  
SUPERINTENDENT  
708-447-5007 ext. 7075  
www.district96.org  
EMPOWERING LEARNERS FOR LIFE

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**From:** Ryan-Toye, Martha (AC) <ryan-toyem@district96.org>  
**Sent:** Thursday, July 10, 2025 8:09 AM  
**To:** Perino, Cathy (AC) <perinom@district96.org>  
**Subject:** FW: SmartProcure FOIA Request - Reminder for Riverside Public School District No. 96

Hi Cathy,

Do you want to respond and let them know we responded to this in the appropriate timeline and re-attach the original response?  
Martha



**Martha Ryan-Toye, Ed.D**  
SUPERINTENDENT OF SCHOOLS  
708-447-5007  
www.district96.org  
#d96inspires  
EMPOWERING LEARNERS FOR LIFE

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**From:** Sheri Reid <sreid@smartprocure.com>  
**Date:** Thursday, July 10, 2025 at 8:07 AM  
**To:** Ryan-Toye, Martha (AC) <ryan-toyem@district96.org>  
**Subject:** SmartProcure FOIA Request - Reminder for Riverside Public School District No. 96

Dear Martha Ryan-Toye or Custodian of Public Records,

SmartProcure submitted a commercial FOIA request on 5/29/2025 and has not received a response or acknowledgment, therefore the original request is being submitted again. If the original request is located, please disregard this request.

SmartProcure is submitting a commercial FOIA request to the Riverside Public School District No. 96 for any and all purchasing records from 6/2/2025 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.

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.

<https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwWGpLdlIBSyZzdD1JTCZvcmc9Uml2ZXJzaWRIUHViVGljU2Nob29sRGlzdHJpY3RObzk2Jm9yZ2lkPTczODY5>

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