

Paragraph for Board Memo:

Sheri Reid

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Requested the following records: “SmartProcure is submitting a commercial FOIA request to the E“SmartProcure is submitting a commercial FOIA request to the Geneva Community Unit School District 304 for any and all purchasing records from 1/21/2022 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

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.”

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This FOIA request was received 11/1/2022, and responded to on 11/2/2022. It took 2 District employees a total of 1 hours 45 min (\$58.18) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).