



River Forest
Public Schools

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

February 3, 2022

Sheri Reid
Data Acquisition Specialist

Communicated via email to: 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 February 2, 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 10/18/2021 (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.”*

Response: Items requested are available by month. All items requested from October 18, 2021 to current 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: February 2, 2022 at 10:15 AM
To: gutierrez@district90.org

SR

Dear Tracy Gutierrez,

SmartProcure is submitting a commercial FOIA request to the River Forest School District No. 90 for any and all purchasing records from 10/18/2021 (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,

Sheri Reid
Data Acquisition Specialist

SmartProcure

Direct: (954) 621-3637
Email: sreid@smartprocure.com