

Shawwna Rule

From: Todd Hellrigel
Sent: Tuesday, November 25, 2025 9:35 AM
To: Shawwna Rule
Subject: FW: SmartProcure FOIA Request to Midwest Central Community Unit School District No. 191 For PO/Vendor Information
Attachments: FOIA Request 8.22.25 - 11.25.25.pdf

December Boardbook please.

From: Todd Hellrigel
Sent: Tuesday, November 25, 2025 9:35 AM
To: 'Sheri Reid' <sreid@smartprocure.com>
Subject: RE: SmartProcure FOIA Request to Midwest Central Community Unit School District No. 191 For PO/Vendor Information

Hello Sheri,
Thank you for the extension, but my bookkeeper must have decided to take her vacation day to work. See the attached. I had forwarded her the email that we could wait until next week and she decided to reply.
Todd

From: Sheri Reid <sreid@smartprocure.com>
Sent: Tuesday, November 25, 2025 9:30 AM
To: Todd Hellrigel <toddh@midwestcentral.org>
Subject: Re: SmartProcure FOIA Request to Midwest Central Community Unit School District No. 191 For PO/Vendor Information

Good Morning Todd,

No problem at all! I was expecting some delays considering the holiday this week.

I look forward to our follow-up in December.

Happy Thanksgiving,

Sheri Reid

On Tue, Nov 25, 2025 at 10:13 AM Todd Hellrigel <toddh@midwestcentral.org> wrote:

Hello Sheri,
Midwest Central has always complied with your FOIA requests and will again comply with this one. However, my bookkeeper is out today and tomorrow we go on Thanksgiving break. Would you be so kind as to all us a slight extension. I can have this for you early next week, if that will work for you.
Thanks,
Todd

-----Original Message-----

From: Sheri Reid <sreid@smartprocure.com>

Sent: Tuesday, November 25, 2025 8:01 AM

To: Todd Hellrigel <toddh@midwestcentral.org>

Subject: SmartProcure FOIA Request to Midwest Central Community Unit School District No. 191 For PO/Vendor Information

Dear Todd Hellrigel or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Midwest Central Community Unit School District No. 191 for any and all purchasing records from 8/22/2025 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=c2RqPWEyYlZQMDAwMDAwbDQzNFIBQSZzdD1JTCZvcmc9TWlkd2VzdENlbnRyYWxDb21tdW5pdHlVbml0U2Nob29sRGlzdHJpY3RObzE5MSZvcmdpZD03MzgyNQ%3D%3D>

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

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Sheri Reid

Data Acquisition Specialist

SmartProcure

Direct: [\(561\) 609-6759](tel:5616096759)

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