

Shawna Rule

From: Todd Hellrigel
Sent: Monday, December 16, 2024 8:50 AM
To: Shawna Rule
Subject: FW: SmartProcure FOIA Request - Reminder for Midwest Central Community Unit School District No. 191
Attachments: FOIA request for SmartProcure 10-27-24.pdf

Can you please include this in the board packet.
Thanks,
Todd

From: Todd Hellrigel
Sent: Monday, December 16, 2024 8:49 AM
To: Sheri Reid <sreid@smartprocure.com>
Subject: FW: SmartProcure FOIA Request - Reminder for Midwest Central Community Unit School District No. 191

Hello Sheri,
See the attached requested report.
Todd

From: Sheri Reid <sreid@smartprocure.com>
Sent: Friday, December 13, 2024 10:32 AM
To: Todd Hellrigel <toddh@midwestcentral.org>
Subject: Re: SmartProcure FOIA Request - Reminder for Midwest Central Community Unit School District No. 191

Good Morning Mr. Hellrigel,

I hope this email finds you well.

I am reaching out regarding the file provided for our recent request. Unfortunately, our team is having issues adding it to our database due to formatting issues.

They wanted to see if getting a PDF version of this report would fix the problem. I've attached a previous PDF your agency provided for reference as well.

When you have a moment, please let me know if this is feasible.

Thank you for your time.

Sincerely,

Sheri Reid

On Mon, Dec 9, 2024 at 2:23 PM Todd Hellrigel <toddh@midwestcentral.org> wrote:

Thanks.

From: Sheri Reid <sreid@smartprocure.com>
Sent: Monday, December 9, 2024 12:34 PM
To: Todd Hellrigel <toddh@midwestcentral.org>
Subject: Re: SmartProcure FOIA Request - Reminder for Midwest Central Community Unit School District No. 191

Dear Todd Hellrigel,

Thank you for your response. My apologies for missing the previous email.

This email serves as confirmation that we have received records from Midwest Central Community Unit School District No. 191. We greatly appreciate your efforts to address our request. Should we have further questions regarding the file(s) provided, we will be in contact with you soon.

Again, thank you for your assistance.

Best Regards,

Sheri Reid

On Mon, Dec 9, 2024 at 1:03 PM Todd Hellrigel <toddh@midwestcentral.org> wrote:

Hello Sheri,
See the attached document that outlines the response from 10/27/24. I replied to your message on 10/28/24 with the requested documents.
Todd

From: Sheri Reid <sreid@smartprocure.com>
Sent: Monday, December 9, 2024 8:01 AM
To: Todd Hellrigel <toddh@midwestcentral.org>
Subject: SmartProcure FOIA Request - Reminder for Midwest Central Community Unit School District No. 191

Dear Todd Hellrigel or Custodian of Public Records,

SmartProcure submitted a commercial FOIA request on 10/27/2024 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 Midwest Central Community Unit School District No. 191 for any and all purchasing records from 7/26/2024 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=c2RqPWEyYlZQMDAwMDAwRkR1SVlBVyZzdD1JTCZvcmc9TWlkd2VzdENlbnRyYWxDb21tdW5pdHlVbml0U2Nob29sRGlzdHJpY3RObzE5MSZvaWQ9NzM4MjU%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

Email: sreid@govspend.com

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Sheri Reid

Data Acquisition Specialist



Direct: [\(561\) 609-6759](tel:(561)609-6759) | Support: [954-420-9900](tel:954-420-9900)

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Sheri Reid

Data Acquisition Specialist

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