



Lemont High School

800 Porter Street
Lemont, IL 60439
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Web - www.lhs210.net
Dr. Mary Ticknor, Superintendent
Eric Michaelsen, Principal



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Via email as requested

December 17, 2024

Sheri Reid

sreid@smartprocure.com

Re: Freedom of Information Act Request

Dear Ms. Reid:

This letter is in response to your Freedom of Information Act (FOIA) request dated December 12, 2024, and received in my office on December 12, 2024.

In your letter you requested the following:

General purchasing records from 9/11/2024 to the current request date of 12/12/2024.

Response to request:

Please see the attached.

As Superintendent and one of the FOIA Officers for the District, I am responsible for granting and denying requests for records under the FOIA. The District's responses contained in this letter intend to be fully responsive to your specific request. If I have misinterpreted your request, please clarify your request in writing to me.

If you should have further questions, please do not hesitate to contact me.

Sincerely,

Dr. Mary Ticknor
Superintendent
Lemont High School District 210

From: **Sheri Reid** <sreid@smartprocure.com>

Date: Thu, Dec 12, 2024 at 10:20 AM

Subject: SmartProcure FOIA Request to Lemont Township High School District No. 210 For PO/Vendor Information

To: mticknor@lhs210.net <mticknor@lhs210.net>

Dear Mary Ticknor,

Thank you for reviewing our request.

Please confirm receipt of this request. The attached documents are past reports from your agency, and can be used as references for this request.

SmartProcure is submitting a commercial FOIA request to the Lemont Township High School District No. 210 for general purchasing records from 9/11/2024 to the current request date of 12/12/2024. Request details are as follows:

- Our request is limited to readily available, fully electronic documents.
 - For the purpose of this request, “fully electronic” refers to dynamic PDF, Excel (csv., xlsx.), TXT or RTF files containing active text.
 - Files containing active text should allow the user to use their mouse/trackpad to highlight, select, copy and paste the text from the file.
- Responsive reports include those containing the following details per purchase:
 - 1 Unique Identifier (i.e. PO #, Invoice #, Check #, Encumbrance #, etc.)
 - Purchase Date
 - Line item details
 - Line item quantity
 - Line item price
 - Vendor ID number, name, address, contact person and their email address

The unique upload link below has been added as a security measure for current and future requests. Please feel free to upload responsive documents here, or attach them to your response email:

<https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwSmFObVIBSyZzdD1JTCZvcmc9TGVtb250VG93bnNoaXBlaWdoU2Nob29sRGlzdHJpY3RObzIxMCZvaWQ9NzM4NTM%3D>

For any questions or concerns, please feel free to contact me via email or at the phone number in my signature below.

As always, thank you for your time and consideration.

Regards,

--

Sheri Reid

Data Acquisition Specialist

SmartProcure

Direct: (561) 609-6759 | Support: 954-420-9900

Email: sreid@smartprocure.com | <https://smartprocure.us/>

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