

From: **Sheri Reid** <[sreid@smartprocure.com](mailto:sreid@smartprocure.com)>

Date: Mon, Jun 24, 2024 at 8:06 AM

Subject: SmartProcure FOIA Request to Summit Hill School District 161 For PO/Vendor Information

To: [foiaofficer@summithill.org](mailto:foiaofficer@summithill.org) <[foiaofficer@summithill.org](mailto:foiaofficer@summithill.org)>

Dear FOIA Officer or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Summit Hill School District 161 for any and all purchasing records from 3/18/2024 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=c2RqPWEyYlZQMDAwMDAwOEExkQ1IBVSZzdD1JTCZvcmc9U3VtbWI0SGlscFNjaG9vbERpc3RyaWN0MTYxJm9pZD03MzkyNQ%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,

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SmartProcure  
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