



River Forest  
Public Schools

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

September 13, 2024

Sheri Reid  
Data Acquisition Specialist

Communicated via email to: [sreid@smartprocure.com](mailto: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 September 12, 2024.

**Request:** 1) “*RECORDS REQUESTED: SmartProcure is submitting a commercial FOIA request to the River Forest School District No. 90 for general purchasing records from 6/17/2024 to the current request date of 9/16/2024. 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”*


**Response:** Items requested are available by month and 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:** September 12, 2024 at 8:53 AM  
**To:** gutierrezz gutierrezz@district90.org

SR

Dear Tracy Gutierrez,

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 River Forest School District No. 90 for general purchasing records from 6/17/2024 to the current request date of 9/16/2024. Request details are as follows:

- Our request is limited to readily available, fully electronic documents.
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  - Purchase Date
  - Line item details
  - Line item quantity
  - Line item price
  - Vendor ID number, name, address, contact person and their email address

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

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**Sheri Reid**  
Data Acquisition Specialist

**SmartProcure**

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