



Bridgett Heinrich <bheinrich@panaschools.com>

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## Fwd: SmartProcure FOIA Request to Pana Community Unit School District No. 8 For PO/Vendor Information

2 messages

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**Nicole Blodgett** <nblodgett@panaschools.com>

Tue, Dec 27, 2022 at 8:47 AM

To: Bridgett Heinrich <bheinrich@panaschools.com>, Jason Bauer <jbauer@panaschools.com>

FYI. I will run this vendor report through 12/31/2022 next week and send it back to Sheri at Smart Procure.  
Nicole

----- Forwarded message -----

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

Date: Sun, Dec 25, 2022 at 8:00 AM

Subject: SmartProcure FOIA Request to Pana Community Unit School District No. 8 For PO/Vendor Information

To: nblodgett@panaschools.com <nblodgett@panaschools.com>

Dear Nicole Blodgett or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Pana Community Unit School District No. 8 for any and all purchasing records from 10/7/2022 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=c2RqPWEyYjZRMdAwMDAzRUFtZ1FBRYzZdD1JTCZvcmc9UGFuYUNvbW11bml0eVVuaXRTY2hvb2xEaXN0cmJjdE5vOA%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  
Email: [sreid@smartprocure.com](mailto:sreid@smartprocure.com)

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Nicole Blodgett

Pana CUSD #8  
District Bookkeeper  
217-562-1500 ext 1526

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**Nicole Blodgett** <nblodgett@panaschools.com>

Tue, Jan 17, 2023 at 8:35 AM

To: Sheri Reid <sreid@smartprocure.com>, Bridgett Heinrich <bheinrich@panaschools.com>, Jason Bauer <jbauer@panaschools.com>

Hello Sheri,

I have attached the vendor report for 10/07/2022 to 12/31/2022 for our district since EOY was closest to the request date. If you need anything further please let me know:)

Thank you,

Nicole Blodgett

[Quoted text hidden]



**FOIA VendorActivity10-07-22to12-31-22.pdf**

577K