



Bridgett Heinrich <bheinrich@panaschools.com>

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

3 messages

Heather Phillips <hphillips@panaschools.com>

Mon, Sep 26, 2022 at 8:17 AM

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

FYI, Nicole will run report for the request.

Heather Phillips
PCUSD 8
Bookkeeper

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

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

Date: Mon, Sep 26, 2022 at 8:02 AM

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

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

Dear Heather Phillips 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 6/25/2022 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=c2RqPWEyYjZRMdAwMDAyTWVlelFBSyZzdD1JTCZvcmc9UGFuYUNvbW11bml0eVVuaXRy2hvb2xEaXN0cmJjdE5vOA%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

Jason Bauer <jbauer@panaschools.com>

Tue, Oct 11, 2022 at 8:29 AM

To: Bridgett Heinrich <bheinrich@panaschools.com>

FOIA Request.

Jason
[Quoted text hidden]

Mr. Jason Bauer
Superintendent - Pana CUSD #8
[14 E. Main Street](#)

10/12/22, 10:34 AM

Pana Community Unit School District #8 Mail - Fwd: SmartProcure FOIA Request to Pana Community Unit School District No. 8...

[Pana, IL 62557](#)

Phone: (217) 562-1500

Fax: (217) 562-1501

Nicole Blodgett <nblodgett@panaschools.com>

Wed, Oct 12, 2022 at 8:58 AM

To: sreid@smartprocure.com

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

Hello Sheri,

I have attached the vendor report for 6/25/22-10/07/2022 for our district.

I have taken the position of Bookkeeper as Heather Phillips is no longer here.

Could you please replace her email with mine?

Thank you,

Nicole Blodgett

[Quoted text hidden]

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Nicole Blodgett

Pana CUSD #8

District Bookkeeper

217-562-1500 ext 1526



FIOA SMartProcure Purchasing Info 062522-100722.pdf

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