

Paragraph for Board Memo:

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Requested the following records: “SmartProcure is submitting a commercial FOIA request to the Geneva Community Unit School District 304 for general purchasing records from 12/7/2023 to the current request date of 3/8/2024. 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”

This FOIA request was received 3/8/2024, and responded to on 3/14/2024. It took 2 District employees a total of 50 minutes (\$29.92) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).