

FW: SmartProcure FOIA Request - Reminder for Summit Hill School District 161



Thu 12/22/2016 12:15 PM

From: "Doug Wiley" (dwiley@summithill.org)
To: TMiller@summithill.org (TMiller@summithill.org)

-----Original Message-----

From: Barb Rains [mailto:brains@summithill.org (brains@summithill.org)]
Sent: Thursday, December 22, 2016 11:55 AM
To: Doug Wiley <dwiley@summithill.org (dwiley@summithill.org) >
Subject: FW: SmartProcure FOIA Request - Reminder for Summit Hill School District 161

-----Original Message-----

From: Barb Rains [mailto:brains@summithill.org (brains@summithill.org)]
Sent: Friday, December 16, 2016 1:39 PM
To: Doug Wiley <dwiley@summithill.org (dwiley@summithill.org) >
Subject: FW: SmartProcure FOIA Request - Reminder for Summit Hill School District 161

-----Original Message-----

From: glauricella@smartprocure.us (glauricella@smartprocure.us) [mailto:glauricella@smartprocure.us (glauricella@smartprocure.us)]
Sent: Friday, December 16, 2016 10:16 AM
To: brains@summithill.org (brains@summithill.org)
Subject: SmartProcure FOIA Request - Reminder for Summit Hill School District 161

Dear Barb or Custodian of Public Records,

SmartProcure submitted a commercial FOIA request on 2016-11-13 and has not received a response or acknowledgment, therefore the original request is being submitted again. If the original request is located, please disregard this request.

SmartProcure is submitting a commercial FOIA request to the Summit Hill School District 161 for any and all purchasing records from 2016-08-01 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
7. What is the beginning of your fiscal year?

The attached document may be helpful as a reference to fulfill this request if the Summit Hill School District 161 stores the records using any of the pre-programmed software reports, but the records request is not limited to the reports listed.

Please email the information or use the following web link. There is no file size limitation:
<http://upload.smartprocure.us/?st=IL&org=SummitHillSchoolDistrict161> (http://upload.smartprocure.us/?st=IL&org=SummitHillSchoolDistrict161)

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 954-613-9528.

Regards,

Gabriella Lauricella

Data Acquisition Specialist

SmartProcure

Direct: 954-613-9528 <<http://954-613-9528/>>

Email: glauricella@smartprocure.us (glauricella@smartprocure.us) <<mailto:glauricella@smartprocure.us>

(glauricella@smartprocure.us) > | www.smartprocure.us <<http://www.smartprocure.us/>>

700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441

<https://app.close.io/email_opened/eyJlbWFpbF9pZCI6ICJhY3RpX0xGTE5IbHRLeXhGUUY0VXZ4WDBIaTUwaWpWODFuOEJvN3ZVVTRveUgzVmwiLCBhZlhaWxfYWRRkcmVzcyI6ICJicmFpbmNac3VtbWl0aGlsbC5vcmcifQ%3D%3D/tracking.png>