
Re: SmartProcure FOIA Request to River Trails School District 26 For PO/Vendor Information

1 message

Berry, Ryan <rberry@rtsd26.org>
To: Sheri Reid <sreid@smartprocure.com>
Cc: Patricia Reyes <preyes@rtsd26.org>

Thu, Apr 24, 2025 at 3:57 PM

Good Afternoon,

Your FOIA request has been received. The information you requested is posted on our website and can be found at the following link under the SmartProcure FOIA request dropdown.

<https://www.rtsd26.org/departments/business-office/index>

Thank you,
Ryan Berry

On Thu, Apr 17, 2025 at 9:14 AM Sheri Reid <sreid@smartprocure.com> wrote:
Dear Ryan Berry,

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 Trails School District 26 for general purchasing records from 11/14/2024 to the current request date of 4/17/2025. 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

The unique upload link below has been added as a security measure for current and future requests. Please feel free to upload responsive documents here, or attach them to your response email:

<https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwVFF0WlIBVyZzdD1JTJCZvcmc9Uml2ZXJUCmFpbHNTY2hvb2xEaXN0cmldDI2Jm9pZD03MzgyNg%3D%3D>

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
Data Acquisition Specialist

SmartProcure

Direct: (561) 609-6759 | Support: 954-420-9900

Email: sreid@smartprocure.com | <https://smartprocure.us/>
5000 T-Rex Ave, Suite 200, Boca Raton, FL 33431



Ryan Berry

Assistant Superintendent for Business/CSBO

River Trails School District 26

[1900 E. Kensington Road](#)

[Mount Prospect, IL 60056](#)

O: 224-612-7302

Website: rtsd26.org