

Paragraph for Board Memo:

Zoe Yalcin of SmartProcure requested the following records: "...any and all purchasing records from 09/29/2020 (mm/dd/yyyy) 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"

This FOIA request was received April 27, 2021, and responded to on April 28, 2021. It took three District employees a total of 1 hour, 15 minutes (\$34.80) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).