



Hiram Carrero <hcarrero@dist76.org>

Fwd: SmartProcure FOIA Request to Diamond Lake School District 76 For PO/Vendor Information

Erin Knoll <eknoll@dist76.org>
To: Hiram Carrero <hcarrero@dist76.org>

Sat, Apr 4, 2026 at 8:39 AM

Erin



Dr. Erin Knoll
Superintendent of Schools
Diamond Lake School District 76

Email: eknoll@dist76.org
Office: 847-566-9221
www.dist76.org

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

From: **Sheri Reid** <sreid@smartprocure.com>
Date: Sat, Apr 4, 2026 at 8:01 AM
Subject: SmartProcure FOIA Request to Diamond Lake School District 76 For PO/Vendor Information
To: eknoll@dist76.org <eknoll@dist76.org>

Dear Erin Knoll or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Diamond Lake School District 76 for any and all purchasing records from 12/19/2025 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.

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.