

Shawanna Rule

From: Todd Hellrigel
Sent: Tuesday, June 11, 2024 10:07 AM
To: Shawanna Rule
Subject: FW: FW: SmartProcure FOIA Request to Midwest Central Community Unit School District No. 191 For PO/Vendor Information

Can you also add this email to the FOIA section.

Thanks,
Todd

From: Sheri Reid <sreid@smartprocure.com>
Sent: Tuesday, June 11, 2024 10:04 AM
To: Todd Hellrigel <toddh@midwestcentral.org>
Subject: Re: FW: SmartProcure FOIA Request to Midwest Central Community Unit School District No. 191 For PO/Vendor Information

Good Morning Mr. Hellrigel,

Thank you for your response.

My apologies for any inconvenience. I wasn't able to locate the older email previously, but upon searching my inbox now I located it.

We did have some email system issues a while back which may have affected which emails made it through to my inbox. I can confirm that I've received both the new file and the older report.

This email serves as confirmation that we have received records from Midwest Central Community Unit School District No. 191. We greatly appreciate your efforts to address our request. Should we have further questions regarding the file(s) provided, we will be in contact with you soon.

Again, thank you for your assistance.

Best Regards,

Sheri Reid

On Tue, Jun 11, 2024 at 10:52 AM Todd Hellrigel <toddh@midwestcentral.org> wrote:

Hello Sheri,
Your prior email mentioned that we didn't respond to the 4/30/24 FOIA, but see below my response and the attached report that was sent to you the same day.
Todd

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

From: Todd Hellrigel

Sent: Tuesday, April 30, 2024 1:38 PM

To: Sheri Reid <sreid@smartprocure.com>

Subject: FW: SmartProcure FOIA Request to Midwest Central Community Unit School District No. 191 For PO/Vendor Information

Hello Sheri,

Please see the attached report.

Todd

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

From: Sheri Reid <sreid@smartprocure.com>

Sent: Tuesday, April 30, 2024 8:01 AM

To: Todd Hellrigel <toddh@midwestcentral.org>

Subject: SmartProcure FOIA Request to Midwest Central Community Unit School District No. 191 For PO/Vendor Information

[You don't often get email from sreid@smartprocure.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Dear Todd Hellrigel or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Midwest Central Community Unit School District No. 191 for any and all purchasing records from 10/31/2023 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.

As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.

<https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwNU9uOVIbRSZzdD1JTCZvcmc9TWlkd2VzdENlbnRyYWxDb21tdW5pdHlVbml0U2Nob29sRGltzdHJpY3RObzE5MSZvaWQ9NzM4MjU%3D>

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.

Regards,

Sheri Reid
Data Acquisition Specialist
SmartProcure
Direct: (561) 609-6759
Email: sreid@smartprocure.com

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Sheri Reid
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