

## **Anthony Cozzi**

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**From:** Stephen Chichelli <schichelli@smartprocure.com>  
**Sent:** Thursday, March 01, 2018 1:50 PM  
**To:** cozzia@district90.org  
**Subject:** Re: SmartProcure FOIA Request River Forest School District No. 90 For PO/Vendor Information

Dear Anthony,

Thank you for your communication regarding our public records request. Based on the communication from the River Forest School District No. 90 advising that the information requested is not available in an electronic format, please close our request and consider it withdrawn.

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.

Thank you,

**Stephen Chichelli**  
Data Acquisition Specialist  
**SmartProcure**  
Phone: 954-420-9900 Ext. 604  
Email: [schichelli@smartprocure.com](mailto:schichelli@smartprocure.com)  
[www.smartprocure.com](http://www.smartprocure.com)

On Feb 27, 2018, at 03:13 PM, Anthony Cozzi <cozzia@district90.org> wrote:

Mr. Chichelli,

Please contact me regarding this FOIA as I have some questions regarding the financial accounting software that we use. I have left you two voicemails with the same request.

Thank you.

**Anthony Cozzi**  
*Director of Finance and Facilities*  
*River Forest Public Schools District 90*  
708-771-8282 x8288

**From:** schichelli@smartprocure.com  
**Subject:** SmartProcure FOIA Request River Forest School District No. 90 For PO/Vendor Information  
**Date:** February 12, 2018 at 2:56 PM  
**To:** gutierrez@district90.org

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Dear Tracy or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the River Forest School District No. 90 for any and all purchasing records from 2013-01-01 (yyyy-mm-dd) 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.

Please email the information or use the following web link. There is no file size limitation:  
<http://upload.smartprocure.com/?st=IL&org=RiverForestSchoolDistrictNo90>

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,

**Stephen Chichelli**  
Data Acquisition Specialist  
**SmartProcure**  
Phone: 954-420-9900 Ext. 604  
Email: [schichelli@smartprocure.com](mailto:schichelli@smartprocure.com)  
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