

Paragraph for Board Memo:

B. Simpson, of SmartProcure, requested the following records: "...for any and all purchasing records from 2020-10-01 (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

This FOIA request was received Jan. 13, 2020, and responded to on Jan. 16. It took two District employees a total of 1 hour 10 minutes (\$36.80) to respond to this FOIA request.