

Paragraph for Board Memo:

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RE: FOIA Request Received 3/14/23

, requested the following records: ““Please confirm receipt of this request. The attached documents are past reports from your agency, and can be used as references for this request. SmartProcure is submitting a commercial FOIA request to the Geneva Community Unit School District 304 for all purchasing records from 10/28/2022 to the current request date. Request details are as follows:

- Our request is limited to readily available, fully electronic documents.
  - For the purpose of this request, “fully electronic” refers to dynamic PDF, Excel (csv., xlsx.), TXT or RTF files containing active text.
  - Files containing active text should allow the user to use their mouse/trackpad to highlight, select, copy and paste the text from the file.
- Responsive reports include those containing the following details per purchase:
  - 1 Unique Identifier (i.e. PO #, Invoice #, Check #, Encumbrance #, etc.)
  - Purchase Date
  - Line item details
  - Line item quantity
  - Line item price
  - Vendor ID number, name, address, contact person and their email address

The unique upload link below has been added as a security measure for current and future requests. Please feel free to upload responsive documents here, or attach them to your response email.”

This FOIA request was received 3/14/23, and responded to on 3/21/23. It took 3 District employees a total of 70 min (\$40.90) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).