



Nicole Blodgett <nblodgett@panaschools.com>

Fwd: SmartProcure FOIA Request to Pana Community Unit School District No. 8 for PO/Vendor Information

3 messages

Heather Phillips <hphillips@panaschools.com>
To: Nicole Blodgett <nblodgett@panaschools.com>

Fri, Apr 26, 2019 at 3:04 PM

Heather Phillips
PCUSD 8
Bookkeeper

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

From: <bsimpson@smartprocure.com>

Date: Wed, Apr 24, 2019 at 3:26 AM

Subject: SmartProcure FOIA Request to Pana Community Unit School District No. 8 for PO/Vendor Information

To: <hphillips@panaschools.com>

Dear Heather or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Pana Community Unit School District No. 8 for any and all purchasing records from 2019-01-18 (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=PanaCommunityUnitSchoolDistrictNo8>

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,

Bethany Simpson
Data Acquisition Specialist
SmartProcure
Email: bsimpson@smartprocure.com
Direct Line: 954-420-9900 ext: 684

Heather Phillips <hphillips@panaschools.com>
To: bsimpson@smartprocure.com
Cc: Nicole Blodgett <nblodgett@panaschools.com>

Fri, Apr 26, 2019 at 3:17 PM

Bethany - Please find attached the requested FOIA request for purchasing records dated 01/18/2019 through 04/26/2019.

Heather Phillips
PCUSD 8
Bookkeeper

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 **FIOA SmartProcure Purchasing Info 011819-042619.pdf**
694K

Bethany Simpson <bsimpson@smartprocure.com>
To: hphillips@panaschools.com
Cc: nblodgett@panaschools.com

Mon, Apr 29, 2019 at 10:04 AM

Good morning,

Thank you for taking the time to provide the requested information available to you. I appreciate your attention, and I hope you had a nice weekend.

This email serves as confirmation that we have received records from Pana Community Unit School District No. 8. SmartProcure thanks you for taking the time to answer our request. We will begin the process of combining your records with thousands of other government agencies' records nationwide. Should we have further questions we will be in contact with you soon.

Government purchasing agents use the records to save research time, negotiate better pricing with vendors, get quotes, or simply to find new vendors.

Again, we appreciate your assistance.

Best regards,

Bethany Simpson
Data Acquisition Specialist
SmartProcure
Email: bsimpson@smartprocure.com
Direct Line: 954-420-9900 ext: 684

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<FIOA SmartProcure Purchasing Info 011819-042619.pdf>