



Bridgett Heinrich <bheinrich@panaschools.com>

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

1 message

Heather Phillips <hphillips@panaschools.com>

Tue, Apr 5, 2022 at 9:42 AM

To: Jason Bauer <jbauer@panaschools.com>, Bridgett Heinrich <bheinrich@panaschools.com>

I uploaded the requested report with the dates 01/14/2022-04/04/2022. I will forward confirmation when I receive it

Heather Phillips

PCUSD 8

Bookkeeper

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

From: **Zoe Yalcin** <zyalcin@smartprocure.com>

Date: Wed, Mar 30, 2022 at 8:01 AM

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

To: hphillips@panaschools.com <hphillips@panaschools.com>

Dear Heather Philips 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 1/14/2022 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=c2RqPWEyYjVIMDAwMDAwbndTVSZzdD1JTCZvcmc9UGFuYUNvbW11bml0eVVuXRTY2hvb2xEaXN0cmJlE5vOA==>

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,

Zoe Yalcin

Data Acquisition Specialist

SmartProcure

Direct: 5616096762

Email: zyalcin@smartprocure.com