



Dara Thompson <dthompson@panaschools.com>

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

Heather Phillips

<hphillips@panaschools.com>

To: schichelli@smartprocure.com

Cc: Dara Thompson <dthompson@panaschools.com>

Fri, Mar 16, 2018 at 10:03

AM

Stephen

Attached is a Check Register Report for records dated 12/12/17-03/15/18 per your FOIA request for any and all purchasing records.

Heather Phillips

PCUSD 8

Bookkeeper

On Wed, Mar 14, 2018 at 7:17 AM, <schichelli@smartprocure.com> wrote:

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 2017-12-12 (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,

Stephen Chichelli

Data Acquisition Specialist

SmartProcure

Phone: 954-420-9900 Ext. 604

Email: schichelli@smartprocure.com

www.smartprocure.com

 **FIOA SMartProcure Check Register 121217-031518.pdf**
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