

Looten, Kathy

From: Vanessa Tirado <vtirado@smartprocure.us>
Sent: Wednesday, September 30, 2015 2:43 PM
To: Looten, Kathy
Subject: SmartProcure Sunshine Law Records Request Springfield Public Schools For PO/Vendor Information
Attachments: Preprogrammed Software Reports by Manufacturer.pdf

Dear Kathy or Custodian of Public Records,

SmartProcure is submitting a Sunshine Law records request to the Springfield Public Schools for an existing, already maintained electronic record (without copying, scanning or printing) of purchase orders dated 2010-01-01 to current.

The information requested is:

1. Purchase order number or equivalent
2. Purchase date
3. Line item details
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and email address

The attached document may be used as a reference to fulfill this request if the Springfield Public Schools uses any of the listed pre-programmed software reports.

Please email the information or use the following web link. There is no file size limitation:

<http://upload.smartprocure.us/?st=MO&org=SpringfieldPublicSchools>

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 954-866-5153.

Regards,

Vanessa Tirado
Data Acquisition Specialist

SmartProcure
Direct: 954-866-5153
vtirado@smartprocure.us | www.smartprocure.us
700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441

Preprogrammed Software Reports by Manufacturer

This list of preprogrammed software reports is provided as a quick reference of the most common reports that fulfill the information request, but is not limited to just these reports. SmartProcure can accept other reports or formats in which the data is available.

*Report Names in **BOLD** are preferred with a common file format of MS Excel or text files.*

American Data Group

- **po330-Is Purchase Orders Status - Detail Mode**
- **ap340-Is Vendor Name/Address Listing**
- po320-Is PO's Issuance Report

Asyst

- **PO Control Report**
- **List of Vendors for all Vendor Sorted by Number, long format**

Blackbaud Fundware

- **Invoices - Detail report**
- **Invoice Distribution Report**

BS&A

- **SmartProcure Export**
- Purchase Order History Report
- Vendor Activity Report

Edmunds & Associates

- **Purchase Order Listing by P.O. Number**
 - Please ensure Format: Detail with Line Item Notes is included
- **Vendor Listing by Vendor Id**

New World Systems

- **Purchase Order Report - Detail Listing**
- **Vendor Listing**

Skyward

- **Requisition/PO Listing - 3porpt01**
- **Vendor Address Listing - 3vmrpt04.p**
- Invoice - 3frdtl01.p

SpringBrook

- **PO List by Vendor**
- **Vendor Master List**

SunGard - HTE or SunGard - Naviline

- **PI314L - Purchase Order Report by Purchase Order**
 - *Please ensure Selection Criteria for **"Print Line Items" is set to "Y"**.*
- **PI205L - Vendor List by Name Select All Vendors**
- **GM013L - Alphabetical Vendor List**
- **GM370L - Vendor Activity Listing**

SunGard - Pentamation

- **PURCHA31 - Purchase Orders by Date Required**
- **UPPVEN31 - Vendor List - Vendor Name Order**
- **ACCTPA21 - Check Register**
- **ACCTPA31 - Vendor Payment History**

Tyler Technologies - Eden

- **POHistrpt - Purchase Order History Listing with line item Details**
- **apVenLst - Vendor Listing**
- **apinHsVN - Invoice History Listing**

Tyler Technologies - Munis

- **Requisition Report (rqentpst)**
- **PO Inquiry**
- **Vendor List (apvdrmnt)**
- **Vendor Invoice List (apinvlst)**
- **Invoice History by GL Account (apinvgl)**

Tyler Technologies - FundBalance

- **Vendor Master Listing - Detail**
- **Purchase Order Status Report Detail w/ GL**
- **Invoice Status Report By Vendor - Detail**

Tyler Technologies - Incode

- **Purchase Order Status Report Detail Report**
- **Vendor Listing**
- **Check Report by Check Number**

USTI - Asyst

- **PO Control Report**
- **List of Vendors, Sorted by Number, Long Format**
- **A/P Control Report**
- **Vendor YTD Purchases Report**

Note: The intent of the information request is fulfillment without scanning or printing. Typically one of these common reports or any software report can be provided with minimal impact on operations. Please contact SmartProcure if you have any questions.

Looten, Kathy

From: Looten, Kathy
Sent: Thursday, October 01, 2015 3:29 PM
To: 'Vanessa Tirado'
Subject: RE: SmartProcure Sunshine Law Records Request Springfield Public Schools For PO/Vendor Information
Attachments: SmartProcure SS Law Request-Response - March 2015.pdf

Ms. Tirado,

We received a Sunshine Law Request from Ann Marie Corbett (SmartProcure) on March 12, 2015, requesting the same information from the District that you have listed below. We responded and did not receive a reply. I have attached a scanned copy of Ms. Corbett's request and our response. Please contact me if you need further clarification.

Thank you for your request,

*Kathy L. Looten
Executive Office Liaison
Office of the Superintendent
Springfield Public Schools
1359 E. St. Louis Street
Springfield, MO 65802
417-523-0026*

From: Vanessa Tirado [<mailto:vtirado@smartprocure.us>]
Sent: Wednesday, September 30, 2015 2:43 PM
To: Looten, Kathy
Subject: SmartProcure Sunshine Law Records Request Springfield Public Schools For PO/Vendor Information

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6. Vendor ID number, name, address, contact person and email address

The attached document may be used as a reference to fulfill this request if the Springfield Public Schools uses any of the listed pre-programmed software reports.

Please email the information or use the following web link. There is no file size limitation:



John Jungmann, Ed.D.
Superintendent

March 17, 2015

Ms. Ann Marie Corbett
SmartProcure, LLC
700 West Hillsboro Blvd., Suite 4-100
Deerfield Beach, FL 33441

Re: School District of Springfield, R-12
Sunshine Request Dated March 12, 2015

Dear Ms. Corbett:

This letter will respond to your email dated March 12, 2015, which was received by me on that day. Your email states that you sent a previous email to the District to which the District did not respond. We have no record of receiving the previous email. Please note that all requests pursuant to the Missouri Sunshine Law should be directed to me as the District's Custodian of Records.

Your email requests certain public records pursuant to the Missouri Sunshine Statute (see attached explanation).

With this information in mind, the District's Board of Education provides you with the following response concerning your requests for public documents.

Request: ".....for an electronic record (without scanning or printing) of purchase orders dated 2010-01-01 to current. The information requested is: (1) Purchase order number or equivalent; (2) Purchase order date; (3) Line item details; (4) Line item quantity; (5) Line item price; and (6) Vendor ID, name, address, contact person and email."

Response: There are public records which meet this request. We estimate that the cost of the search and retrieval of these documents will be no more than one hundred and forty five dollars (\$145.00). At the conclusion of the process, the District will provide you with an itemized list of costs. If our estimate is high, the District will return that portion of your payment.

If you wish to have the District engage in a search for your request of purchase orders, then the District will need a check prior to starting the search and retrieval process. Once the check is processed, the search and retrieval process will begin and should take no more than seven business days.

Thank you for your request.

Sincerely,

Kathy L. Looten

Kathy Looten
Executive Office Liaison/Records Custodian

cc: Ransom A Ellis, III

attachment